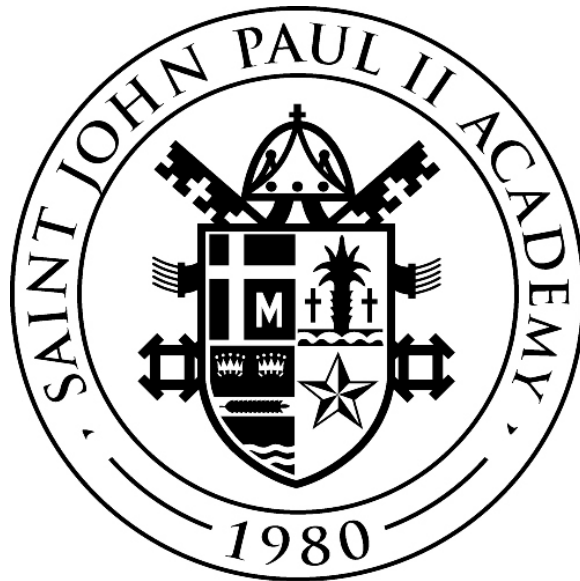


# Student & Parent Handbook



## 2022-2023 Academic Year

*Updated Summer 2022*

### School Mission Statement:

Saint John Paul II Academy, located in Boca Raton, Florida, is a Catholic co-educational college preparatory school in the Diocese of Palm Beach following the tradition of Saint John Baptist De La Salle and the Brothers of the Christian Schools.

Saint John Paul II Academy provides a rigorous academic curriculum designed to prepare students for success in college and in life.

Our faith-based learning community fosters excellence in all programs and enables the spiritual, academic, artistic, and physical development of each student. Dedicated faculty and staff instill the Gospel values of tolerance, concern for the poor, justice, peace, and responsibility while welcoming students of all beliefs and backgrounds.

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## Welcome to Saint John Paul II Academy

An interesting and challenging experience awaits you as a member of the Saint John Paul II Academy community. To answer some of your questions concerning school policies, the school has prepared this Student & Parent Handbook. Please read it thoroughly and retain it for future reference and accountability. The policies stated in this Handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the School has the right to add, delete or revise any school policy or procedure, with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask one of our staff members for assistance.

### Parents as Primary Educators – Our Partnership Expectation

The school views the education of a student as a partnership between the parents and the school. We recognize that the primary educators of the children entrusted to our care are the parents or guardians. The school exists to help parents to fulfill their role in the formation and education of their children. The more that the parents or guardians can be involved in the school and in their children's studies, the greater the probability of success in this mission. SJPII makes every effort to keep the parents or guardians informed and to provide opportunities for involvement and interaction. SJPII encourages parents to accept the professional advice of administrators, teachers, and counselors with regard to course selection and schedules. Parents and students are expected to comply with school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or other public forums. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

### Our Lasallian Heritage-1679 to present day

Saint John Baptist de La Salle (1651-1719) opened his first school in Reims, his birthplace in northeastern France, in 1679. He was convinced that without Christian schools some poor children would be lost both to the Church and to civil society. His initial efforts led him to organize the teachers whose services he had secured into a religious community called the Brothers of the Christian Schools, also known as the De La Salle Christian Brothers. De La Salle inspired these teachers with the following principle: "You are under the obligation to instruct the poor. You should therefore have a great tenderness towards them and supply their spiritual needs to the best of your ability, looking upon these children as members of Jesus Christ and as his much loved ones" (Meditation for the feast of St. Nicholas). Over a period of thirty years, he opened schools in several French cities and towns and worked with numerous teachers and students from various socioeconomic levels. By the time of his death he had founded different types of educational institutions: primary schools, teacher training centers, boarding schools, and homes for delinquents.

Alert to the needs of his time, he was an innovator in the development of teacher training programs and in curricular and pedagogical practices. Teachers ranked with servants in seventeenth century France. De La Salle, however, recognized that teachers stand in a providential and grace-filled relationship to children. Because of the special dignity of this calling, he provided teachers with extensive pedagogical preparation and ongoing supervision. In consultation with his teachers, de La Salle designed a curriculum and wrote practical and effective textbooks infused with gospel values. De La Salle was one of the early Catholic proponents of universal education. Although de La Salle's schools were primarily for the poor, they attracted children from families of differing economic backgrounds. However, he tolerated nothing of the social segregation that was the practice of the day. He prescribed uniform management procedures for the classroom instruction of students from different social and academic levels.

De La Salle regarded a school as a community of believers working cooperatively to achieve a shared vision. De La Salle envisioned teachers as ministers of grace who exercise their vocation daily by instructing youth in the principles of the gospel as well as in the various academic and vocational subjects. His teachers thus helped young people to commit themselves to the teachings of the gospel, to develop loyalty to the Catholic Church, and to prepare themselves for productive citizenship.

De La Salle's educational ideas are embodied in several major works, including the Rule of the Brothers of the Christian Schools, Meditations for the Time of Retreat, and The Conduct of the Christian Schools, as well as in the textbooks he wrote for students. His contributions to Catholic education led Pope Pius XII in 1950 to proclaim him the Patron of Teachers.

Today, over 1,000,000 students in more than 80 countries throughout the world receive their education in Lasallian schools that differ greatly in terms of clientele, curriculum, and methodology as well as in social and cultural conditions. Each of these institutions is unified in the Lasallian heritage.

## About Saint John Paul II Academy

When the doors to Saint John Paul II Academy first opened in 1980, the Boca Raton area was part of the Archdiocese of Miami. Archbishop Edward McCarthy of Miami invited the Carmelite fathers to staff the high school, then known as Pope John Paul II High School. Funding for this new school came primarily from the combined efforts of fourteen parishes located in north Broward and south Palm Beach counties.

Sisters from the Adrian Dominican community began their lengthy affiliation with the School in 1982. They helped educate the school's first graduates, members of the Class of 1983. Since that time, more than 5,600 young men and women have graduated from Pope John Paul II High School, now Saint John Paul II Academy. Most have continued their studies at the collegiate level and beyond and even the religious life. Today, SJPII alumni are recognized as leaders in their parishes, communities, families and chosen careers.

In 1984, the Diocese of Palm Beach was established and this new diocese included our School. Our history has indeed been blessed with the traditions and teachings of both the Carmelite and



Dominican communities and while the Carmelite community departed from the School in 2007 we have benefited from the caring and dedicated lay members of the school's faculty, staff and administration.

Over the years, the school attracted a very talented and dedicated group of educators. They have been trained at innumerable colleges and universities throughout this country and abroad with many earning masters and doctorate degrees.

In early 2012 a comprehensive study of the School was completed. One of the major recommendations to come from that report was that the School adopt a new educational and spiritual charism to reflect the departure of both the Carmelite Fathers and the Adrian Dominican Sisters.

In 2012, Brother Daniel Aubin FSC was named the interim President of the School. Within this context and with the concurrent appointment of a Principal who had an educational background that included the Lasallian Brothers, the School, with the blessing of both the Superintendent of Schools for the Palm Beach Diocese and the Bishop of the Diocese, the Most Reverend Gerald Barbarito, we ventured through the process of becoming a Lasallian sponsored school connecting us with the Brothers of the Christian Schools and its founder, Saint John Baptist De La Salle. In the Spring of 2013, Bishop Barbarito appointed Brother Daniel as the President of Pope John Paul II High School.

To coincide with the elevation of John Paul II to sainthood, the School undertook an initiative to rename, rebrand, and reimagine itself with the goal of being the premier secondary school, public or private, in our service area. Our new name, Saint John Paul II Academy, represents not only John Paul II's elevation to sainthood but also a recommitment from the Academy to be the best that it can be. With this change the colors of the Academy changed as well, with the use of three colors that reflect three of the passions of the life of Saint John Paul II – **black** commemorates his years as a priest, **gold** commemorates his years as Bishop of Rome (Pope), and **blue** represents the special devotion held by John Paul II for the Blessed Mother.

This year, approximately 540 students will attend Saint John Paul II Academy. The diverse and talented student population comes from approximately 30 different zip code areas in Palm Beach and Broward counties. All students experience a rigorous college preparatory program of studies offered in a faith filled environment. An extensive co-curricular program and mandatory service learning experiences enhance the education of the whole student.

Throughout these years, the school has pursued a noble mission. SJPII educators partner with parents, the first teachers of their children, to share values, doctrine and knowledge. Working together, we develop spiritual, physical and moral gifts through academic excellence while preparing today's students for their tomorrows.

## Our Core Values

### Our Philosophy

Saint John Paul II Academy fulfills its mission to form students in the Catholic faith using the Gospel as its guide. The life of the school is centered on the teaching of Christ and the essential elements of Lasallian educational practice.

Informed by Saint John Baptist De La Salle, the Brothers of the Christian Schools and lay colleagues at Saint John Paul II Academy provide a diverse community of young men and women with a broad and balanced human and Christian education through programs that promote leadership, achievement, and service within school, church, and community.

Saint John Paul II Academy is a community that promotes a zeal for learning and a respect for individuality. The faculty holds students to high standards of intellectual and moral development, encouraging them to reach their potential and preparing them to face the challenges of the modern world. Campus ministry programs and service opportunities help students develop relationships with God, family, and community.

The Saint John Paul II Academy family guides students to grow in mind, body, and spirit, encouraging them to become good citizens of the world and ambassadors of Christ and the Kingdom of God. Through caring relationships, students are called to live Lasallian values, develop their full potential, respect all life, and pursue action that brings spiritual, academic, and personal goals to fruition.

### Our Vision

The Vision of Saint John Paul II Academy is to be an educational leader inspired by the moral and spiritual teachings of Saint John Baptist De La Salle. This is accomplished by:

- Promoting a spiritual environment that acknowledges the diversity of different religious traditions and the responsibility to use these values as a basis for service to others and the betterment of society.
- Committing programs and resources for service of the poor.
- Encouraging and recognizing excellence in its students and faculty.
- Providing an atmosphere conducive to learning and creativity for students and faculty.
- Creating a caring, Lasallian community environment that includes students, parents, teachers, administrators, staff and alumni.
- Providing a spirit of collaboration among administration, staff, teachers, parents and students.
- Valuing the uniqueness of each student and making every effort to meet his or her needs.
- Developing young men and women who demonstrate the highest standard of educational, moral and spiritual preparation who are ready to embark on the challenges of today's society.

- Promoting the image of the school in a manner that exemplifies the values that are emphasized and taught therein.
- Helping all members of the SJPII Community to deepen not only their relationship with the Lord but also their participation in their local church.
- Establishing and maintaining a leadership position in the integration of technology to enhance student achievement.

## The Graduate at Graduation

Guided by the Philosophy and Mission of Saint John Paul II Academy, graduates will be:

- Academic Achievers who
  - Exhibit knowledge and skills necessary for college.
  - Research, evaluate, organize, analyze, and synthesize information effectively.
  - Think critically and creatively utilizing problem-solving skills.
  - Demonstrate a well-rounded appreciation for those activities beyond academics including the arts and athletics.
- Spiritually Aware Individuals who
  - Demonstrate knowledge and appreciation of Catholic faith and traditions.
  - Participate actively in their faith community.
  - Continually develop a personal prayer life and intensify their relationship with God.
  - Respect diversity of religion and culture.
  - Make moral, ethical, and healthy choices in daily living.
  - Serve others, especially the poor and marginalized.
- Globally Responsible Leaders who
  - Demonstrate effective decision-making skills.
  - Model personal integrity, responsibility, and ethical behavior.
  - Create and sustain respectful relationships.
  - Exhibit concern and respect for the environment.
  - Embrace diversity and foster concern for the poor, social justice, and peace.
- Effective Communicators who
  - Work collaboratively.
  - Demonstrate excellent reading and writing skills.
  - Articulate ideas clearly and creatively.
  - Use information technology effectively and ethically.
  - Understand and appreciate divergent points of view.
- Lifelong Learners who
  - Demonstrate openness to growth.
  - Take responsibility for their own actions.
  - Critically assess the values of contemporary culture in the light of the Gospel.
  - Live a healthy lifestyle to maximize their full potential.

# Organization & Administration of Saint John Paul II Academy

## Saint John Paul II Academy Corporate Board

- Most Reverend Gerald M. Barbarito, D.D., J.C.L., President and Treasurer
- Very Reverend Charles Notabartolo, Vice President
- Very Reverend Albert A. Dello Russo (Chancellor)
- Brother Daniel Aubin, FSC, (School President), Assistant Treasurer
- Mr. Gary Gelo (Superintendent of Schools), Secretary
- Mr. Vito Gendusa (Chief Financial Officer)
- Mr. John Clarke (Assistant Superintendent of Schools)
- Mr. Edward B. Bernot, Principal of Saint John Paul II Academy

## School Administration

- Brother Daniel Aubin, FSC, President
- Mr. Edward B. Bernot, Principal
- Ms. Marian Demarest, Assistant Principal for Academic Life
- Mr. Michael P. Scaramuzzo II, Assistant Principal for Student Life

## Office/Program Directors

- Mrs. Barbara Harbin, Admissions
- Mr. Gregory Walker, Athletics
- Buildings & Grounds Maintenance
- Dr. Jennifer Mulhall, Campus Ministry
- Mrs. Lisa Olearczyk, Development & Alumni Affairs
- Ms. AnnMarie Tabano-Chiste, CPA, Finance/Human Resources & Compliance
- Mrs. Candace Caterina, Guidance
- Mr. Shea Ciarletta, Institutional Advancement
- Mr. Jeff Atkins, Learning Specialist
- Mr. Rudy Garbalosa, Technology

## Communication

### Telephone

When calling Saint John Paul II Academy, the caller will be connected to the automated attendant. Callers should be attentive to the instructions so that they may reach the desired individual. You

will need to listen to your options when leaving a voicemail message for a particular teacher. Directory information is also available on [www.SJPII.net](http://www.SJPII.net). Some of the most directly accessed telephone numbers are listed below.

561.314.2128	<i>Admissions</i>	561.314.2100	<i>Main Office</i>
561.314.2125	<i>Assistant Principals</i>	561.314.2149	<i>Maintenance</i>
561.314.2125	<i>Athletics</i>	561.314.2117	<i>Media Center/ Library</i>
561.314.2130	<i>Campus Ministry</i>	561.314.2100	<i>President/Principal</i>
561.314.2132	<i>Development/Alumni</i>	561.314.2129	<i>Registrar/Attendance/Clinic</i>
561.314.2111	<i>Finance</i>	561.314.2123	<i>Technology</i>
561.314.2119	<i>Guidance</i>		

## Faculty/Staff Email Addresses

We encourage parents to contact faculty and staff via email as staff members are asked to read their email daily. Email is an effective way for parents to make contact with teachers and staff. Each teacher's email address begins with the teacher's first initial, followed by the last name, then, @sjpii.net. For example, you can reach Mr. John Brown as follows: [jbrown@sjpii.net](mailto:jbrown@sjpii.net)

## School Closing/Emergency Information

In the event of severe weather or other emergency conditions, the school will implement an appropriate response to the situation. Should an emergency dictate the closing of the school, that information will be communicated via Renweb/FACTS by voice and/or text. The most accurate information will normally be available on the school's website at [www.sjpii.net](http://www.sjpii.net). We will also endeavor to update Instagram (@eaglesnest\_sjp), Twitter (@SJPIIEagles) and Facebook (<https://www.facebook.com/PJPIIHS>). We cannot guarantee the availability of information on radio and television stations, though we will notify local media.

For situations that result in the closing of school before the beginning of the day, alert calls are normally made beginning at 6:00 AM. Automated alert telephone calls concerning a potential closing decision are normally made beginning no earlier than 6:00 AM and no later than 10:00 PM. A general rule is that if the Palm Beach County Schools are closed, Saint John Paul II Academy will also be closed. However, our reopening will be at the discretion of the school.

## Communication between the School & Family

Given SJPII's recognition of the critical role that parents or guardians have in the success of their children, the school makes considerable efforts to maintain contact with the family.

Email updates are normally pushed to parents on a weekly basis. This provides information on major events, upcoming dates, and other happenings. All parents are required to have a valid

email address on file (in our student information system) to both receive the eNewsletter and other information as well as to access information related to student performance. The school strongly encourages parents to use a private (Gmail, Outlook Live, etc.) email address rather than a work account given the challenges of workplace firewalls and filters and the inherent lack of privacy that may be experienced on a corporate or other work account.

Parents are encouraged to make use of the school's website for updated calendar information, athletic information, and news.

Teachers will make efforts to contact parents about their children's progress. While such contacts might occur at any time during the year, the school provides weekly access to students' grades through Renweb/FACTS. Parents/guardians are encouraged to check Renweb/FACTS on a regular basis.

Parents with concerns are encouraged to contact teachers. Note that email is normally a preferable way to make initial contact with a teacher given teachers do not always have immediate access to a school telephone.

Communications between the school and home are useless if mail or email does not reach the parents or guardians because of incorrect address information or mail interception. Parents or Guardians must keep the school informed of any changes of addresses or phone numbers. They also should phone the school if they have reason to think that email is not reaching them. Parents may update their contact information on Renweb/FACTS.

The school may use text messages and automated telephone calls to alert parents or guardians of important information related to the school's operations, and activities.

Parents or guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers. Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the **contents of any electronic document prior to making any electronic acknowledgments. In addition, Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

## Renweb/FACTS SIS

Renweb/FACTS/ParentsWeb is the Student Information System utilized at SJPII. Parents and students have access to grade updates, report cards, assignments, and other resources. The Renweb/FACTS Home app (for Android and iOS) is provided for SJPII families at no additional cost.

All student and parent access require an active and valid email account. For students this will be their school-issued (@student.sjpii.net) email account. For parents, this requires that each parent

have a unique email account that is on file with the School. Signup information is emailed to parents in August.

## Name & Address Changes

All address and telephone number changes should be made as soon as possible. Basic information must be submitted at the beginning of the year upon enrollment.

Authorized parents/guardians may also update basic information on ParentsWeb using their validated login credentials (subject to School review).

## Communication between the Family & Student while at School

It is the expectation of the school that students refrain from using their personal electronic devices while on campus (see full policy below). Parents are discouraged from contacting students via their personal devices during class time (7:45 and 2:45). The front office may be contacted at any time to request the student be called down to the front office for a phone call etc. The school reserves the right to wait to call the student down to the front until the break in classes so as to limit class interruptions should the reason not be an emergency. Parents wishing to retrieve students early from class for any reason will be asked to wait for the end of the current class period so as to limit classroom interruptions.

## Family Directory

The School does not publish a printed directory of students and families.

The School provides an online directory for students and families through Renweb/FACTS. By default (at the beginning of each academic year) all families/students will be designated as 'opted out' of publishing this information. Parents will be able to change this status after August in any given year. General access to the directory will be activated after mid-September. Note that access to the Directory is given only to authorized users of Renweb/FACTS – parents, guardians, faculty/staff, and students. It is not accessible to the general public.

## School Hours

Students are allowed to remain on campus after school hours only when they are participating in a school-sponsored activity. They are expected to leave the grounds by 3:15 and it is the parents' or guardians' responsibility to ensure that this rule is obeyed. *Supervision is only provided from 7:30 AM to 3:15 PM on a regular school day.* Students remaining on campus after that time do so at their own risk. Students may not be in any athletic facility after school unless they are participating in a sponsored activity or are present to watch a scheduled game or activity. The Learning Commons is normally open until 5:30 PM with a moderator for those students who wish to take advantage of that opportunity.

## Transportation Arrangements

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement. This includes students using a ride-share service on occasion.

## Visitors

All visitors must check in at the Gate Entrance and then check in at the Reception Desk in the Carmelite Hall. Students are not permitted to bring visitors to school. Upon arrival to campus, all personnel will receive a security badge from the guard house and be directed to the front office.

## Shadowing

A student who wishes to invite another student to shadow them must have the shadow student's parents complete the online inquiry form. Shadow dates are listed on the form and dates close approximately one week before the Shadow Day or when full. Shadow students must be dressed appropriately and adhere to SJPII rules of conduct. Shadow Days are only permitted for shadow students who are considering attending SJPII.

## Undocumented Students

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Diocese of Palm Beach may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

## FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal (or appropriate school official) identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.



2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920.

## Financial Information

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it infeasible, unsafe or otherwise imprudent to

continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

The finance office reserves the right to place accounts on Renweb/FACTS hold for delinquencies and also for failure to endorse third party funding payments on a timely basis.

In the event of any unexpected financial difficulties, families are encouraged to be in touch with the Finance Office. The Finance Office team will assist in resolving problems in a professional and confidential manner.

The School's financial assistance committee determines financial assistance and each situation is kept confidential. Financial Assistance is limited, so please apply as soon as possible.

Saint John Paul II Academy depends upon the prompt payment of tuition in order to operate. The actual cost per student each year exceeds the tuition and fee charged. No direct subsidy is provided by the local churches to help us close the gap between tuition and cost, thus the school must make up the difference between the tuition charged and that cost in order to meet operating expenses. This difference is made up through a variety of fundraising endeavors and generous donations. We urge full cooperation by all members of the Saint John Paul II Academy community in these endeavors.

## Fees & Charges

- Standard Tuition Rate (non-catholic) — \$14,600.00
- Parish Member Tuition Rate for First Child — \$13,850.00

Parish Discount — In order to encourage greater participation at the parish level in Palm Beach and neighboring Broward County, families who received the authorization from their pastor are provided a parish discount of \$750 from the Standard Tuition Rate. A form must be signed by the pastor and kept on file at Saint John Paul II Academy. This discount must be re-established each year.

Sibling Discount — In order to encourage and assist families with the enrollment of siblings, all siblings beyond the first child will receive a discount of \$400 from of their normal tuition rate (Standard or Parish)

### Fee Schedule and Payment Due Dates

- International Student Tuition & Fees — Contact our Admissions Office
- Incoming Freshman & Transfer Student Registration and Activity Fee— \$875 Due at registration
- Annual Re-enrollment Fee for Underclassmen—\$400 Due March 15th
  - \$200 re-enrollment late fee will be applied starting March 16th
  - \$400 re-enrollment late fee will be applied starting April 16th
- Annual Technology & Content Fee— \$600 Due July 1
- Annual Activity Fee (Seniors) — \$475 Due July 1
- Annual Activity Fee (Freshman, Sophomores, Juniors) — \$675 Due July 1
- Graduation Fee for Seniors —\$475 Due July 1

- Student Parking Fee (Annual) — \$150 Due upon reservation of parking spot
  - Students may not park on campus unless they have purchased a parking pass

Before the re-enrollment fee can be paid and a student successfully re-enrolled, all financial obligations from the previous year must be met. Should re-enrollment occur and the account become delinquent, the re-enrollment fee will be first applied to the delinquent tuition balance.

## Payment Options

Option 1 (one payment) — Full payment of tuition and fees Due July 1 (A discount of \$200 will apply if full payment is made on or before July 15. Certain exclusions may apply in cases of third party funding) Please contact the Finance department with questions.

Option 2 (two payments) — Payment of 50% tuition (All fees payable per above fee schedule) Due July 1. The remaining balance of tuition is due December 1.

Option 3 (monthly payment) — Automatic monthly withdrawal payment of all tuition (all fees payable per above fee schedule). Ten monthly payments through the FACTS Management Program beginning July 1 2022 and ending in April 2023. ([www.factsmgt.com](http://www.factsmgt.com))

Parents will receive reminder emails via the FACTS program, but regardless of whether one is received or not, the tuition and fees are due as noted above.

## Tuition Refunds

The School's expenses are incurred on an annual basis; therefore, the School is obligated to meet costs it cannot cancel because of student withdrawals. Any refund of tuition is based on the full amount of tuition due for the year. A student who voluntarily withdraws from school will receive a refund of tuition paid except the nonrefundable deposit and fees on the following basis:

- If a student withdraws from school, a 10% processing fee will be charged on the remaining tuition.
- Requests for tuition reimbursement must be made in writing to the school and decisions are made on a case by case basis.
- There is no tuition reimbursement if the student withdraws in the last quarter of the academic year.
- Fees are not refundable.
- The following schedule applies to tuition amounts due in the event of a student withdrawal:
  - Withdrawal after July 1 – 10% of the tuition due
  - Withdrawal after August 1 – 20% of the tuition due
  - Withdrawal after September 1 – 30% of the tuition due
  - Withdrawal after October 1 – 40% of the tuition due
  - Withdrawal after November 1 – 50% of the tuition due
  - Withdrawal after December 1 – 60% of the tuition due
  - Withdrawal after January 1 – 70% of the tuition due
  - Withdrawal after February 1 – 80% of the tuition due
  - Withdrawal after March 1 – 90% of the tuition due

- Withdrawal after April 1 – 100% of the tuition due
- A family choosing to withdraw their child from the school must complete a withdrawal checklist (available from the Guidance Office). No official school records will be sent if outstanding financial obligations exist and the checklist has not been completed.
- If a student is expelled or required to withdraw or if technology has not been returned, there is no refund of tuition.
- Financial aid and scholarship awards are not considered as payment for tuition owed when a student withdraws.

## Fee Information & Request for Reimbursement

Incoming freshmen and transfer students are required to pay the \$875 registration fee and annual activity fee at the time of registration. The remaining fees are due as noted above. All fees are nonrefundable. If a student withdraws from school during the school year, they will be assessed a withdrawal fee on the remaining tuition due for that year as outlined in the Student Handbook. Requests for tuition reimbursement must be made in writing to the school's President.

## Non-Sufficient Funds Payments

A \$50.00 charge will be assessed for any checks made payable to the School that are returned by our bank for insufficient funds. Exceptions may be made for hardships at the discretion of the Finance Office.

## School Clinic

The School Clinic is not operated by a nurse.

## Procedures in Cases of Illness during School

If a student feels sick during the day, the student should ask the teacher for permission to go to the Main Office/clinic. If it is determined that the student needs to leave school, the parent/guardian or emergency contact will be notified by the school to pick up the student or to give permission for the student to return home alone. If the school is unable to make this contact, the student will not be permitted to leave. It is imperative that all phone numbers of parents, guardians, and emergency contact people be kept current.

## Student Injury

All student injuries that occur on school property or at a school-sponsored event off campus must be reported to an appropriate administrative office. Any student or member of the SJPII faculty or staff injured in the course of participating in a school sponsored sport/activity either on or off campus is required to file an accident report. Forms are available in the Clinic, Athletic Office or from the Guidance Office. Anyone who requires a Notification of Injury form to be completed for insurance purposes may contact the Assistant Principal for Student Life at 561.314.2100. All accident reports will be forwarded to our insurance carriers.

## Medical Guidelines

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (EpiPen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents hereby release the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

Attendance at school and participation in school activities poses some risks including the transmission of COVID-19 and exposure to related variants. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves. In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by there will be no suspension, reduction, or refund of tuition in these circumstances.

## EpiPen Deployment

Saint John Paul II Academy maintains a supply of epinephrine auto-injectors for use in the event a student is having an anaphylactic reaction. Designated staff members have been trained to administer injections if a student is having an anaphylactic reaction.

If a student must carry an epinephrine auto-injector for personal use because of the severity of his or her allergies, a doctor's note must be kept on file in the Main Office and an alert will be placed on the student's electronic record.

## Contagious Disease

Saint John Paul II Academy respects the dignity of all students. Any student who has a contagious or life threatening disease will be treated with compassion and dignity. All applicable state health regulations will be enforced.

## Immunizations

The Diocese of Palm Beach requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) completed by a health care provider participating in Florida Shots is required to document the administration of prescribed immunization doses or to document a permanent or temporary exemption therefrom. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

## Fire & Emergency Drills

Whenever the fire signal sounds, all classes proceed immediately in SILENCE in orderly lines along the route designated for each room and the building. When the return signal is given, students are to return to the building in SILENCE. The first student through the door should hold the door until all have passed. Any student who acts inappropriately will be reported to the Assistant Principal for Student Life. Use of all electronic devices, including cell phones and iPads/tablets, is prohibited during any emergency drill, including lockdown, fire, weather, and other scenarios.

## Academic Expectations & Policies

A minimum of twenty-eight (28) units of academic work is required for graduation from Saint John Paul II Academy. Each academic year is made up of two semesters. Students earn 1/2 credit (0.5) for each successfully completed semester, for a minimum of seven (7) units per year. The minimum passing grade is 60 for each individual course. However, the overall minimum cumulative grade point average for high school graduation is a 2.0 (70).

Honors, Advanced Placement, and Dual Enrollment courses are weighted in computing the Grade Point Average. A student's class rank is determined by their weighted cumulative GPA in comparison to that of their classmates. Students taking Honors, Advanced Placement, or Dual

Enrollment courses may have the same mark as that of students taking the regular college preparatory course; although their marks may be the same, the weighted grades will result in a higher GPA.

If, in any semester, there is an academic deficiency (failing mark) and the student does not earn the 0.5 credit, it will be necessary for the student to earn the required semester credit in an accredited summer school program or the Florida Virtual School. The guidance counselor must approve the program in advance. Before beginning the next academic year at SJPII, students entering sophomore, junior or senior year, must repeat and pass that course in an accredited program.

Students who are currently in their senior year must repeat and pass the failed course in an accredited school program in order to graduate from Saint John Paul II Academy. The new grade earned in the repeated course will be averaged into the cumulative GPA. Students receiving a D or D+ in a course for a semester may repeat the course in an accredited program. The repeated course is given credit and both marks are averaged into the GPA. Only one credit may be earned for the course.

In addition to noting semester failures on second and fourth quarter report cards, failure notices of academic deficiency are mailed by certified letter to parents/guardians from the Guidance Office at the end of every semester. Students who fail more than two semester courses may be asked to withdraw from Saint John Paul II Academy at the end of the academic year.

Student eligibility for interscholastic athletics will be determined by semester, according to State of Florida (FHSAA) Guidelines. Students must maintain a cumulative unweighted GPA of 2.0 on a 4.0 scale. Plus (+) grades are not accepted by the FHSAA. For example, a B+ is considered a B.

With the permission of the Principal, SJPII students may enroll in additional non-dual enrollment courses for credit. These courses will not appear on the student's transcript. The grade for the courses will not be used in calculating the GPA or in determining honor roll status and class rank. In addition, the course will not fulfill the Graduation Unit requirement of Saint John Paul II Academy.

Students also have the option of taking accelerated semester courses (if available) during the summer at Saint John Paul II Academy. All courses taken at Saint John Paul II Academy will be averaged into a student's GPA and class rank.

Parents and students are asked to be aware that state universities in Florida require two consecutive years of a Foreign Language for admission. Ninth grade students entering Saint John Paul II Academy with a high school credit in Foreign Language or a passing score on the Language Level Placement test will be placed in the second level of that language. These students will be required to take the third level of that language in order to complete two years of the same foreign language at Saint John Paul II Academy.

State universities in Florida require at least 18 units of "college prep" high school work in the five core course areas listed below:

- ENGLISH (4 units, 3 with substantial writing)
- MATHEMATICS (4 units, Algebra I and above)
- NATURAL SCIENCES (3 units with lab)
- SOCIAL SCIENCE (4 units)

- MODERN LANGUAGE (2 consecutive units in the same language)
- ACADEMIC CORE ELECTIVES (2 units)

Counselors will report to colleges any significant change in a student’s academic status, qualifications, or personal conduct record that may take place between the time of recommendation/application and graduation.

Parents are advised to make the Guidance Department aware of any learning issues a student may have. Saint John Paul II Academy does not provide or implement a special education program for those students with learning disabilities. We are not equipped to offer an individualized learning program or private tutoring. We do attempt to offer limited assistance to students with minor learning challenges through our Foundational Skills In Mathematics and Intensive Reading I courses, offered at the 9th grade level.

An academic support specialist is available to offer further assistance. Student and parent cooperation are essential to any successful learning experience. Teachers offer extra help after school from Monday through Friday. Extra help is also available from the peer tutors of the National Honor Society, the Spanish National Honor Society and the Mu Alpha Theta League after school. We will make every attempt to work with students to the best of our ability.

## Graduation Requirements

In acquiring the Twenty-eight (28) credits required for graduation from SJPII, students must earn all of the following credits:

Theology	Four credits
English	Four credits
Mathematics	Four credits
Science	Three credits; one must be Biology I and another Chemistry (Four credits are strongly recommended)
Social Studies	Four credits
Modern Languages	Two credits (three credits are strongly recommended)
HOPE (P.E. with Integration of Health)	One Credit
Fine/Performing Arts	One Credit
Electives	Five Credits

Additionally, the following requirements should be noted:

- 25 Christian Service Hours are required during each year a student is enrolled at SJPII.
- The minimum UNWEIGHTED GPA required for graduation is a 2.0 on a 4.0 scale in the 24 credits of the State of Florida required courses.



All students are required to participate in the Christian Service Program (see Campus Ministry section below). The necessary service hours must be completed before seniors may participate in the Baccalaureate Liturgy, Commencement Ceremonies and/or receive a Saint John Paul II Academy Diploma.

Students will not receive their diploma, nor be considered officially graduated, until all make-up credits are complete and documented, even though they may be allowed to participate in graduation ceremonies.

Please note that the grade transcripts of entering transfer students are evaluated at the time of their enrollment to ascertain their graduation status.

A course designated in the Florida Course Code Directory as grade 9 through 12 which is taken below 9th grade may not be used to satisfy SJPII graduation requirements. Such courses may be utilized for Florida Bright Futures program requirements, NCAA Clearinghouse requirements, admission to state colleges, and State of Florida eligibility and graduation requirements. However, approved high school credit for mathematics, language and any other academic subject area earned prior to the commencement of high school will be part of a freshman's official transcript and cumulative grade point average.

Students who need to make up more than one credit to fulfill the academic requirements of graduation may NOT participate in graduation ceremonies.

Participation in Baccalaureate and Graduation exercises is required of all graduating seniors. Prom, Baccalaureate, Commencement, and related graduation social activities (such as grad bash, senior BBQ and senior privileges) are considered a privilege. Disruptive behavior, failure to meet graduation academic requirements, disregard of school rules/policies, and failure to meet financial obligations may result in the denial of student participation in one or more graduation-related activities.

The student's records, report cards, transcripts, or graduation diploma will NOT be released until all financial obligations to the school are fulfilled. Participation in graduation may be denied and the student may be asked to withdraw.

## Semester Examinations

Exams are a very important part of the academic process. Students are expected to be present for their scheduled examinations. Students will be excused from the scheduled exam time only for serious illness verified by a physician's note or a death in the immediate family. The students' grades will be recorded as incomplete until the exam has been completed.

A student's grade is calculated using the 40/40/20 policy where 80% of a semester grade is established over 2 quarters and 20% is established from midterm/final exams.

If a student requests an early or late semester examination, the new date will be arranged at a fee of \$50.00 per examination with parental note. A request for rescheduling exams may be made only through the Assistant Principal for Academic Life.

Students are required to take the midterm and final exams. The course will be viewed as “incomplete” until the exam has been completed; therefore, no credit is awarded for the semester if the semester exam has not been taken.

## Semester Exemptions

Seniors may have the privilege of being exempt from Fall and Spring semester exams only if they fulfill the following criteria:

- Maintain an “A” average in each quarter.
- Be absent or tardy (including both class and day tardies) for NO MORE than five times for that semester.
- Earn the recommendation of the teacher.

Please note that all class absences, whether excused or unexcused, count toward the senior exam exemption policy. The only exceptions are a death in the family, a documented serious medical procedure or school-related absences (such as Athletics, Kairos, Field Trips, & required College interviews with prior approval and documentation from Guidance, etc.).

It is the students’ responsibility to address any perceived inaccuracy in attendance in a timely manner; these issues will not be revisited for correction weeks and months after the initial date in question.

Furthermore, teachers may require that all students take their midterm and/or final exam.

Saint John Paul II Academy reserves the right to amend the examinations exemptions at the Principals discretion.

## Testing Schedule

*There is an established policy for student tests during the week so that students are not overburdened with too many tests on one day. A quiz can be given at any time; a quiz is defined as an assessment that takes 20 minutes or less and requires substantially less study time than a full period exam.*

Day	First Semester	Second Semester
Monday	<i>Because holidays usually occur on Mondays, this is not ordinarily a testing day. However, if a holiday occurs on another day, subjects assigned to that day may be tested on Monday.</i>	
Tuesday	<i>History &amp; Modern Language</i>	<i>Theology &amp; Math</i>
Wednesday	<i>Theology &amp; Math</i>	<i>English &amp; Science</i>
Thursday	<i>English &amp; Science</i>	<i>History &amp; Modern Language</i>

Friday	Fine Arts, Computer Science, Physical Education, Business
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Teachers may occasionally request to require a test on a Monday or Friday. All requests by a teacher must be made in writing to (and approved by) the Assistant Principal for Academic Life.

## Standardized Testing

The SAT and ACT are currently not offered on campus. Students must visit the appropriate sites (College Board and The ACT) on times and registration of these exams.

Saint John Paul II Academy requires the following testing:

- *PSAT 8/9 - Freshman*
- *PSAT/NMSQT - Sophomores*
- *PSAT/NMSQT - Juniors*
- *Terranova - Step-up/McKay Freshmen and Sophomores*

*\*dates can be found on the school website or [www.collegeboard.org](http://www.collegeboard.org)*

- AP Examinations - Advanced Placement Tests for enrolled students take place in early May. Students enrolled in Advanced Placement classes are required to take the Advanced Placement Test. Other students not enrolled in an Advanced Placement class must get permission from the Guidance Director to take an Advanced Placement Test at Saint John Paul II Academy.
- College Level Entry Placement Test (PERT) is offered locally at the campus of Palm Beach State College. Contact 561.868.3019.

## Homework

Homework is an integral component of the student grade and is key to understanding concepts. Home assignments provide for an application of previously learned material. Assignments may include some written work or reading, but the larger part of the assignment should be the study and review of the material covered in class that day, the preparation of assignments for the next class, and the preparation of long-term assignments. Students should NOT share assignments; copying homework will fall under the academic integrity violation.

Please check the course outline given at the beginning of a semester for details on individual department or teacher requirements for homework. Teachers may be contacted through email if you have any further concerns or questions. A part of homework responsibility is for a student to charge the school-issued iPad and to ensure that the iPad is kept in good ready to use condition.

Students who are employed must recognize that while working teaches responsibility, a college preparatory school is demanding. Saint John Paul II Academy recommends that the student and his/her parents consider the number of hours and the times worked and evaluate them carefully when considering the demands of a college preparatory program.

## Textbooks

The vast majority of student textbooks will be provided in digital form and will be available on the school issued iPad. For electronic textbooks, the titles required by a student at the beginning of the year will be provided through an appropriate delivery platform on the iPad. Changes in student enrollment after the first day of classes that require a change of textbook will not be accommodated – the electronic textbook and/or other course material expense will be the responsibility of the parent and student for courses added as a result of a student/parent-initiated schedule change.

Print textbooks (where required) for select courses at SJPII are provided, on a loan basis, to students as a part of the tuition and fees paid. Textbooks are issued to students at the beginning of the school year (or upon enrollment for mid year transfer students) and textbooks are coded so that specific textbooks are the responsibility of a specific student.

If a student loses a textbook during the school year, he or she must report that loss immediately to the appropriate teacher and the Assistant Principal for Academic Life. The student and parent will be invoiced for and must pay the replacement cost before a replacement is issued.

Students are required to return their 'loaned' textbooks at designated times at the end of the year. Severely damaged or lost textbooks are the financial responsibility of the student and his/her family. The replacement cost must be paid before a textbook is reissued to a student. Similarly, grades and other academic records will be withheld if a student fails to return a textbook at the designated times at the end of the year.

## Transfer Student GPA

Saint John Paul II Academy gives credit for all courses completed and passed at the previous certified school. The transfer student's class rank will be determined at the end of the first full semester they complete at Saint John Paul II Academy; only students who have attended at least three years at SJPII will be included in the ranking. Honors standing at a prior school may not correspond to honors standing at Saint John Paul II Academy. Grades, credits, and GPA are reported in the transcript along with the grade scale and weighting of the previous school. International transcripts are interpreted on an individual basis and are subject to a transcript or translation evaluation fee.

## Dual Enrollment Courses

The Dual Enrollment program provides an opportunity for students to earn high school and college credit simultaneously through Saint Thomas University. To be eligible to participate in the Dual Enrollment program, students must demonstrate college readiness in the areas of English, math and reading based on scores received from SAT/ACT/PERT/ACCUPLACER. They must also have a GPA of 3.0.

The anticipated courses for this year are subject to change by Saint Thomas University:

- *Microcomputer Applications*

- *Introduction to Web Design*
- *History of Christian Thought*
- *Catholic Social Teaching*
- *World Religion*
- *Christian Community*
- *Sacred Scripture*

There are tuition costs (not included in the regular SJPII tuition/fee schedule) for these courses. For Saint Thomas University, payment is due on a semester basis on dates stipulated by the Guidance Department. Students will not receive credit for the course until the tuition costs are paid, which may affect a student's eligibility to graduate. **STUDENTS ARE RESPONSIBLE FOR ORDERING TRANSCRIPTS FROM THE COLLEGE SPONSORING THE DUAL ENROLLMENT COURSE (INCLUDING ANY ASSOCIATED FEES).**

## Advanced Placement Program

SJPII is pleased to be able to provide students access to courses designed and provided in accordance with the guidelines of the College Board. Students who enroll in an AP course will be required to take the AP exam and pay an exam fee (not included in the regular SJPII tuition/fee schedule). **Students will be billed for their AP testing fee in advance of testing.** All payments must be received before the beginning of testing (normally NO LATER than the beginning of April).

Students enrolled in AP classes are required to sit for this exam. The AP courses will be incomplete until the students have taken the exam; therefore, students who do not complete the end of the year AP course exam will not receive credit for the course.

## Florida Virtual School

Students are allowed to take a class with Florida Virtual School only if there is a conflict in their schedule or if the class aligns with their future career goals. Students are not allowed to take classes that are already offered by SJPII, unless there are extenuating circumstances. All situations will be analyzed on a case-by-case basis. Students may take up to a maximum of two classes; while both classes will only be approved if all other venues have been exhausted; a second class will require extreme consideration. All FLVS classes must be approved by the Assistant Principal for Academic Life. FLVS also requires that each student shows proof of residency before enrollment into the class.

## Grade Reporting

A quarterly report card reflecting academic performance and attendance is ELECTRONICALLY issued to all students at the end of each of the four academic quarters. Report cards will be distributed approximately one week after the close of each quarter or semester.

Grade information is updated continuously and generally available through ParentsWeb to students and parents/guardians in possession of valid login credentials. Midway through each quarter, all parents will be notified of updated academic performance information availability

through ParentsWeb. Students and parents/guardians are urged to cooperate with any recommendations made by teachers.

## Grading

The School’s Grading Scale and Quality Point values are provided in the following table:

Letter Grade	Percentage	College Prep	Honors	Advanced Placement and Dual Enrollment
A	90-100	4.0	5.0	6.0
B+	87-89	3.5	4.5	5.5
B	80-86	3.0	4.0	5.0
C+	77-79	2.5	3.5	4.5
C	70-76	2.0	3.0	4.0
D+	67-69	1.5	1.5	1.5
D	60-66	1.0	1.0	1.0
F	<60	0.0	0.0	0.0

A grade of “Incomplete” is a requirement given in cases where students have not been able to complete a course for the quarter or the semester because of illness or other extraordinary circumstances. A student has two weeks to make up the work for a passing grade. Otherwise the “Incomplete” will convert into a failing grade.

No student may be promoted to the next grade with an unreconciled/unaddressed failure.

One or two failures can be made up for credit in an accredited summer school or with another program approved by the Assistant Principal for Academics. Such students are placed on academic probation for the coming school year. A student who fails a particular subject in two consecutive years, will have their academic record reviewed and may be subject to dismissal. Students with three or more semester failures may be required to withdraw from SJPII.

## Academic Probation

Academic Probation signifies that the student’s enrollment / graduation from SJPII may be in jeopardy. A student will be placed on Academic Probation following any quarter in which the student receives 1.99 or below (weighted GPA) or has one or more failures and or three or more D’s. This probation will last for a minimum of one quarter. At the end of each quarter, a poor

academic performance by a student on academic probation could result in the student being asked to withdraw. Financial assistance may also be in jeopardy for students not maintaining a minimum of a 2.50 grade point average.

## Issues of Academic Integrity

Academic dishonesty in any form, such as plagiarizing an assignment, copying homework, cheating, or violating testing procedures on an exam, test, or quiz, is morally wrong and constitutes a serious offense at Saint John Paul II Academy. Teachers report students who are academically dishonest to the Assistant Principal for Student Life, who will investigate. Once it is determined that academic dishonesty has occurred, the following protocol will be followed determinate on its level classification.

- **Level One** infractions include but are not limited to:
  - o the copying of quizzes or homework assignments (either from another student's submission or from source material such as a textbook or internet sites)
  - o the failure to properly document research materials using accepted (and reviewed) bibliographic standards.
  - o Engaging in any of the following (or similar) activities during an examination when prohibited: talking, having notes visible, leaving the exam room without permission, looking at another's paper, failing to stop working when time is called.
  - o Committing other minor or unintentional infractions of academic integrity.
- **Level Two** infractions include but are not limited to:
  - o Using significant portions of information for an assignment without acknowledging the sources or the collaborators.
  - o Giving or receiving assistance to/from others, such as help with research, statistical analysis, computer programming, or field data collection that constitutes an essential element in the undertaking without acknowledging such assistance in the paper, project, or assignment.
  - o Giving or receiving unpermitted assistance on exams or tests.
  - o Using unauthorized materials during an exam or test.
  - o Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
  - o Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
  - o Collaborating before or during an exam or test to develop methods of exchanging information and implementation thereof.
  - o Removing posted or reserved material, or preventing other students from having access to it.
  - o Providing false excuses to postpone tests or due dates.
- **Level Three** infractions include dishonesty that affects a major or essential portion of work or a test done to meet course requirements, or involves premeditation, or is preceded by one or more violations at Levels One and Two. Examples of these violations include but are not limited to:
  - o Committing any *premeditated* Level Two violation involving a major portion of coursework. *Pre-meditation* is shown by taking pictures of exams and sending

them to other students, a home-made “cheat sheet,” or any electronic communication that includes exams or other work for a class.

- o Taking an exam for another student.
- o Altering an exam and submitting it for re-grading.
- o Use, without proper attribution, of a paper or major sections of a work obtained from the Internet.
- o Presenting the work of another as one's own.
- o Permitting another to present one's work as their own.
- o Buying or selling unauthorized aid on examinations, papers, or grades.
- o Offering or accepting bribes related to academic work.
- o Lying to the Assistant Principal during an investigation.
- o Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.

#### A. Process for Academic Integrity Violations

Any teacher who suspects a student/group of students of academic integrity violations will normally follow these steps:

- The teacher will notify the Assistant Principal of Student Life who will consult and advise the teacher on the process dependent on the level of the offense. The Assistant Principal will also request any materials that will assist in the investigation.
- In the case of a plagiarism offense, a teacher will meet with the student(s) privately and alert them that plagiarism is suspected. In some cases, a student may not be aware that he or she has committed plagiarism, so it is imperative that the faculty member first inquire with the student about the work in question and inform them about plagiarism and the penalties involved. Even when the intention to plagiarize is not present, the corrections to the submitted work and student work ethic need to be made.
- The Assistant Principal for Student Life will consult with the Assistant Principal of Academic Life to review the case and form an action plan. Generally, the Assistant Principal of Student Life will then interview the student(s) involved and obtain a written statement. Upon the conclusion of the investigation, if a Level One or Two violation, the sanctions are as above. Any Level Three violation will result in a review from the Honor Council. In this case, the student and parents are informed that the case has been turned over to the Honor Council for review.
- The Honor Council exists to demonstrate and ensure that honor and integrity are fundamental principles of our Lasallian community. The Honor Council consists of a group of 9: The two assistant principals, four faculty members, a school counselor, a junior student, and a senior student. The Assistant Principal for Student Life will chair the Honor Council and will only vote in order to break a tie. The Honor Council will meet to review the case, the level of violation is determined at said meeting as well as the appropriate sanction.
- A student who feels that they have not received due process can appeal their level of violation and appropriate sanction to the Principal who will then review the evidence, the reason for the decision of the Honor Council, and either sustain or overrule the Honor Council's determination. The Principal's decision cannot be appealed.



## B. Sanctions

Generally, the sanctions to be issued for academic integrity violations will follow this rubric, however the school reserves the right to amend these sanctions as necessary. Admission of guilt by the student in a written statement to the Assistant Principal during the investigation process may impact the level of infraction and sanctions:

**Level One** Infraction: the student will be allowed to make up the work to receive a grade no higher than 75%, detention will be sanctioned, and an incident report will be placed in the student's behavioral file. Further instances of a Level One Infraction constitute a Level Two infraction,

**Level Two** Infraction: the assignment is not allowed to be made up and will be graded on a 50 point scale, three days of detention will be sanctioned, a parent conference will be scheduled, a determination will be made whether or not to place a student on disciplinary probation, and an incident report will be placed in the student's behavioral file. In addition, a student will have to complete a three-page paper on integrity. Further instances of a Level Two Infraction constitute a Level Three infraction,

**Level Three** Infraction: the assignment will automatically receive a zero (0). The student is automatically sanctioned one week, or five (5) days detention, a parent conference will be scheduled, the student will be placed on disciplinary probation, and an incident report will be placed in the student's behavioral file. In addition, a student will have to complete a three-page paper on integrity, will be required to meet with the Principal, and is permanently ineligible for the National Honor Society or for placement in the "Top 10" at matriculation (applies to Class of 2025 and beyond.)

Further infractions are subject to possible in-house suspension, mandatory withdrawal, or expulsion. In the case of an expulsion, this will result in the permanent notation of "Academic Disciplinary Expulsion" on the student's transcript.

## iPad Initiative

Saint John Paul II Academy utilizes school-owned iPad for instructional purposes for all students. Providing students with an individual iPad in a 1-to-1 environment allows for an opportunity to enhance each student's overall learning experience. Utilizing the iPads at Saint John Paul II Academy gives students the access to learn anywhere, anytime – both in classrooms and at home.

This 1-to-1 personalized learning also narrows the digital divide between students and promotes responsible use of today's ever-changing technologies. This is an initiative that develops core digital learning skills and integration of technology.

Our textbooks and reading materials are available in digital format. Books that are provided digitally are not provided in print form. Content is provided through multiple digital platforms and delivered on the iPad.

## iPad Loan Guidelines & Policies

The iPads are provided to students for their use but they remain the property of Saint John Paul II Academy. Students and their parents assume full liability for the device and are responsible for the full purchase/insurance cost of the device should it be damaged, destroyed, or lost.

Use of the iPad requires the use of the SJPII wireless network – parents and students are reminded to review our technology, acceptable use, and iPad policies.

All iPads are subject to the same responsible use guidelines as all other Saint John Paul II Academy electronic devices. All files, documents, and books installed on a school-owned iPad by Saint John Paul II Academy remain the property of the School. The School reserves the right to monitor any student's iPad to ensure compliance with the Acceptable Use Policy. Apps purchased by a student using that student's Apple ID or other credential may be installed. However, students and parents are advised that the app itself should be backed up in the student iCloud or Google account or be 're-downloadable' in the event of a change of device.

## Student Responsibilities:

The iPad, content on the iPad and condition of the iPad are the responsibility of the student. Misuse of the iPad will result in disciplinary sanctions. Students are expected to meet the following criteria:

1. The iPad is required to be at School every day, fully charged. Students who fail to bring a completely charged iPad to school will be considered unprepared.
2. If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had used the iPad. Repeat offenses will be referred to the Assistant Principal.
3. Students may only use the iPad in class upon the instruction of the teacher.
4. Students are required to use protective covers/cases for their iPads. One is provided.
5. The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop the iPad nor place heavy objects (books, laptops, etc.) on top of the iPad.
6. Only a soft cloth or laptop screen cleaning solution is to be used to clean the iPad's screen.
7. To extend battery life, students should always turn off and secure their iPad after work is completed.
8. Do not subject the iPad to extreme heat or cold (do not store in vehicles for extended periods of time).
9. Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment.
10. Syncing the iPad to iTunes on a home computer (Windows or Mac) should be done regularly. Doing so will safeguard all files, documents, and apps.
11. Items deleted from the iPad cannot be 'undeleted', so backing up work is very important.
12. Preloaded apps may not be deleted and they must be updated periodically.

13. Memory space is limited. Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files/apps must be removed at the student's expense.
14. Non-educational content is for personal use only and should not be shared in any manner, audio or visual, with other students.
15. Non-educational games and apps are prohibited during class time.
16. The volume is to remain on mute unless headphones are attached and/or permission is obtained from the teacher.
17. Students may not use the recording capabilities, audio or video, of the iPad to record individuals or class lectures without all parties' expressed written consent.
18. Using tethering or the cellular capabilities of the iPad to circumvent the access control systems in place is prohibited.
19. The whereabouts of the iPad should be known at all times. It is the student's responsibility to keep the iPad safe and secure.
20. iPads assigned to other students are not to be tampered with in any manner.
21. If an iPad is found unattended, it should be given to the nearest faculty/staff member.

## Lost, Damaged or Stolen iPad:

If the iPad is lost, stolen, or damaged, the Technology Office must be notified immediately. The School can attempt to track iPads that are believed to be stolen through Find My iPad, which the student is required to have installed upon receiving the iPad. Lost iPads that cannot be recovered are capable of being remotely wiped. The student is responsible for the cost for replacing an iPad that is lost, stolen, or damaged. This cost is determined by the Finance Office.

## Consequences and Due Process

A student's use of the network and Internet is a privilege, not a right. Violations of the Saint John Paul II Academy Acceptable Use Policy will be referred to the Office of the Assistant Principal for Student Life. Consequences for Acceptable Use Policy violations will be left to the discretion of the Assistant Principal, using the guidelines below:

1. The Assistant Principal will provide written notification to parents of any violation of the agreement and the nature of the violation. Upon request, parents may view any materials or printouts related to the violation, although the Assistant Principal's Office reserves the right to send material home without the request of the parents as well. The purpose of parental review is intended to be a tool to inform parents and to assist them in the guidance of their child, not as an appeal process.
2. Violations of the Acceptable Use Policy may result in suspension or mandatory withdrawal.
3. A user may not intercept transmitted information on the network without prior written authorization from an appropriate systems administrator. This violation is a serious invasion of another user's privacy.
4. Users should also be aware that unauthorized users of the system, or authorized users suspected of violating system integrity, are not afforded this same protection from invasion of their privacy.

This means that the school can and will read transmissions under these circumstances to maintain the integrity and security of the computer resources for all authorized users.

## Guidance Services

Three full time professional counselors staff the Guidance Office. Its function is to assist students with academic counseling, personal counseling, college advisement, career guidance, special testing, and classroom accommodations. The counselors are concerned with the personal growth and development of each student. They are also available for parent and/or teacher conferences.

These counselors are trained to help with personal, school, and college/career decisions. Counselors have a group of students, divided alphabetically by last name, with whom they work with through all four years of high school. The counselors also use class time to give information and answer questions about topics of general importance to everyone. Counselors regularly schedule times to meet with their students and may do so with the parent or individually. Students may also request an appointment by stopping by the Guidance Office. The office itself has many resources for student use, such as college catalogs, videos, and computers for scholarship, college, and career searches. The Department has a web section online at [www.sjpii.net](http://www.sjpii.net) with helpful information.

All issues discussed with a counselor are confidential, except where there is an immediate danger to someone's life or health. The counselor will ensure that students are informed of confidentiality and reporting responsibilities when a situation of concern arises. Guidance counselors are here to listen and to help students to be successful at Saint John Paul II Academy and in life.

## Academic Records

All records are supervised and maintained through the Guidance Office. A student's permanent record includes the academic transcript of semester grades and credits, standardized testing records, absences and 'tardies'. Students and parents/guardians may request to review the student's records through the Guidance Counselor in accordance with the Family Educational Rights and Privacy Act. Academic transcripts and health records for students transferring from SJPII will be forwarded to the new high school program upon completion of a "Notice of Withdrawal" form, or upon request by the new school, as long as financial obligations are met. The Guidance Department will comply with legal subpoenas that request student records. For the student's protection, a copy of the court order or divorce decree specifically stating custody/parental rights will be needed to release or not release records to noncustodial parents.

## Drop/Add Period & Schedule Changes

The deadline to make a schedule change for a school year is August 27, 2021. A \$75.00 fee will be collected for all student/family-initiated schedule changes requested after this date. The fee is waived for changes initiated by a teacher, guidance counselor, or administrative staff member. No schedule change request will be granted without both a parent and teacher signature.

Academic schedules are processed in the fall and spring. Due to curriculum, scheduling and staffing considerations, students may have a different teacher the second semester. These considerations dictate that students and parents may not request to be in an individual teacher's class.

Specific changes will be made only if it is possible considering class sizes, times, etc. Once changes are made they are permanent.

## Learning Resource Assistance

Students can be screened for learning differences and referred to a psychologist for more evaluation if necessary. Students may receive (limited) classroom accommodations for documented learning differences with the permission of the Learning Support Specialist.

## College Selection & Application Services

### College Fair

An annual College Fair is sponsored in October to provide students with the opportunity to meet with and receive information from the representatives from many colleges throughout the country. College representatives also visit the campus throughout the year, to learn more about the colleges that will visit SJPII, please contact the guidance department.

### College 101

College 101 is a series of programs planned and executed by our Guidance team that provides learning opportunities for students and parents on a range of topics ranging from the application process through financial aid planning. Programs take place at various times during the year and are advertised in advance.

### College Visits or Campus Interviews for Seniors

While such appointments are still considered absences from school, college initiated and Guidance Department endorsed visits may be considered as an excused absence without penalty against exam exemptions by completing the appropriate steps:

1. See Guidance for the "College Visit Form" prior to the college visit
2. Have your school counselor sign the form
3. Bring the form on the college visit and have an admissions representative sign it
4. Have a parent sign the form and return it to your counselor when you return to school

College Visits must be pre-approved by your counselor and must be documented by officials at the visited college on the appropriate form and submitted within three days of the visit in order to be considered excused absences. Failure to follow these steps will result in an unexcused absence.

Students are limited to 5 excused days for college visits per year.

## Scholarship Opportunities

Nominations for Pathfinder Awards and other college scholarships are coordinated by the Guidance Department in conjunction with faculty recommendations. Information on college scholarships, including the Florida merit based “Bright Futures” Program, can be found in the Guidance Office. Summaries of available senior scholarships are distributed and announced.

## Transcripts (College)

The official transcript will be sent to colleges upon the written request of the student. The cost of the first five transcripts for college admissions is included in your activity fee. There will be a \$5.00 processing fee for each additional transcript. Most state universities require that the SAT and ACT scores be sent electronically from those services. No transcripts will be issued if financial obligations exist with the Finance Office.

## Private Tutoring

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member’s employment with the school.

The School may, from time to time, lease space to tutoring services for the purpose of a variety of programs including but not limited to specialized test preparation for testing programs such as the PSAT, SAT, AND ACT.

## Extra Assistance

Teachers are normally available from 2:35 – 3:15 PM to assist students who seek help with their studies on Monday, Tuesday, Wednesday and Thursday. Students who are struggling or who are receiving failing grades should avail themselves of this valuable service. Students should check with teachers prior to this time to determine the availability of the teacher; at times, a teacher might have other commitments.

Students are encouraged to seek extra help from subject teachers who are usually available upon request. Students encountering difficulty in any subject are encouraged to seek assistance before they reach a point where it will become extremely difficult for them to pass. Students should also see teachers to make up work missed in class or to gain deeper insight into the subject. Students on a disciplinary or academic plan may be required to see their teachers for extra assistance.

If a student is experiencing difficulty in a subject, he or she should first approach the teacher for extra help, then the Guidance Counselor or the Assistant Principal for Academic Life who will arrange with the moderator of the National Honor Society for special tutorial help from a member of the NHS (preference is given to Freshmen). If the difficulty persists, the student is responsible for consulting with the guidance counselor for determining a plan of action.

## Summer Dual Enrollment Opportunities

Dual enrollment allows high school students an opportunity to enroll in postsecondary courses and receive both high school and postsecondary credit. Saint John Paul II Academy students have the opportunity to take up to two dual enrollment courses (a maximum of 8 college credits) at an accredited college or university during the summer with the approval of the Assistant Principal for Academic Life and the student's counselor.

The dual enrollment course(s) cannot be taken online. Students may not enroll in a course, to take the place of a course offered at SJPII or to meet SJPII's graduation requirements.

In order to participate in these courses, students must have:

- A minimum 3.0 high school unweighted grade point average (GPA).
- Met the minimum dual enrollment requirements of the college or university.
- Permission from the parent/guardian, high school principal or designee, and counselor.
- Met with the College Dual Enrollment Coordinator at the campus he/she plans to attend and provided all required documentation to the SJPII counselor.
- An understanding that the amount of work necessary to succeed in dual enrollment courses will be greater than in high school courses.
- Understand that grades received in any dual enrollment course will be on their SJPII transcript and college transcript.

Students are able to take dual enrollment courses at all universities associated with the State University System. Courses at community colleges, private universities, and out of state universities will be reviewed (and potentially approved) on an individual basis. Students can only attend schools where they are financially responsible for the costs.

Any dual enrollment courses taken during the summer will be factored into a student's GPA. Beginning with the summer of 2017, approved summer dual Enrollment courses will be factored into a student's class rank.

Dual enrollment grades will remain on a student's college transcript. Therefore, it is important to do well in all college coursework as students will receive a college transcript and grade point average. These grades will carry into a student's post-secondary academic record.

## Florida Bright Futures

Please note that all Bright Futures information is subject to change without notice based on executive, legislative, regulatory or other action by the state of Florida.

Please visit: [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org) or call 1.888.827.2004 for the most current information. For current year award amounts visit [www.FloridaStudentFinancialAid.org](http://www.FloridaStudentFinancialAid.org).

The college scholarship program for State of Florida residents who are accepted by and enrolled in an eligible Florida public or independent post-secondary educational institution (vocational/technical schools, community colleges and universities) for at least six credit hours per semester is

subject to funding by the state. Please note that Bright Futures ‘recomputes’ a student’s Grade Point Average (GPA) based on 16 core academic credits. Two additional academic electives may be included to increase the grade point average. This GPA is based upon the (SUS) State University System’s calculations of grade point averages.

All those interested in financial aid should complete the Free Application for Federal Student Aid (FAFSA) on January 1 or soon thereafter in the student’s senior year. Also note that the student must apply for Bright Futures by their date of graduation. Financial aid deadlines are different from admissions deadlines. Contact the colleges of interest for details on their priority filing date. Please be aware that Bright Futures does not pay for any summer classes.

Bright Futures and State University System (SUS) course weighting is as follows:

<i>College Placement Weighting For SUS &amp; Bright Futures Programs</i>			<i>Honors/AP Course Weighting For SUS &amp; Bright Futures Programs</i>	
<i>.50 Credit</i>	<i>1.00 Credit</i>	<b>Grade</b>	<i>.50 Credit</i>	<i>1.00 Credit</i>
<i>2.00</i>	<i>4.00</i>	<b>A</b>	<i>2.25</i>	<i>4.50</i>
<i>1.50</i>	<i>3.00</i>	<b>B</b>	<i>1.75</i>	<i>3.50</i>
<i>1.00</i>	<i>2.00</i>	<b>C</b>	<i>1.25</i>	<i>2.50</i>
<i>.50</i>	<i>1.00</i>	<b>D</b>	<i>.075</i>	<i>1.50</i>

## Student Leadership and Recognition

### Honor Roll

To secure a place on the quarterly Honors listing, a student must meet the following criteria during that quarter:

- PRINCIPAL’S LIST - Grade of “A” in all subjects
- FIRST HONORS - 3.5 GPA or above, no grade lower than “B”
- SECOND HONOR - 3.0 GPA or above, no grade lower than “B”

### Valedictorian/Salutatorian

The Valedictorian and Salutatorian are established at SJPII on the basis of cumulative WEIGHTED Grade Point Average (at the end of the third quarter of the senior year with the recommendation of the Principal). In the event of a tie in the Weighted GPA the School will break the tie with the UNWEIGHTED cumulative GPA. If there is still a tie, the School reserves the right, at its sole discretion, to either break the tie using other criteria or to recognize multiple valedictorians/salutatorians.



To be eligible for the Valedictorian and Salutatorian recognition, the student must have attended Saint John Paul II Academy for four years, be a current member in good standing of the National Honor Society, and have a disciplinary record free of suspensions or other major disciplinary events.

## Senior Awards

Any senior who has been suspended in the course of his/her senior year may not be eligible for any academic or non-academic awards

## National Honor Society

Selection to join the National Honor Society is a privilege bestowed upon students by the Faculty of Saint John Paul II Academy and is not considered a right inherent to any student. Students in the tenth and eleventh grade may be invited to join the Saint John Paul II Chapter of the National Honor Society based on their demonstration of Scholarship (GPA), Leadership (activities in school), Service, and Character (behavioural report and teacher recommendation).

During the second semester, the Faculty Council, consisting of five faculty members appointed by the Principal, will determine by majority vote which students will be selected from those sophomores and juniors who are eligible scholastically. A student must maintain a 3.5 cumulative GPA to be scholastically eligible for membership in the National Honor Society. Only students that have attended Saint John Paul II Academy for the equivalent of one semester or more will be considered for membership. Any appeals of the Faculty Council's decisions must be registered with the Faculty Adviser.

Active members of other chapters of the National Honor Society who transfer to this school will be automatically accepted as members in the Saint John Paul II Chapter after providing proof of membership status. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Members who fall below the standards that were the basis for their selection or fail to actively participate in the chapter meetings and projects will be warned or placed on probation. If not corrected in the designated amount of time, the Faculty Council will determine if the member should be dismissed. Students may be placed on probation for at least one semester if their grades dropped or if they had a **Level 2** infraction. **Level 3** infractions are considered grounds for immediate dismissal with no rights to appeal. In all cases of pending dismissals for Level 3 infractions, a member has a right to a hearing before the Faculty Council. A member who has been dismissed, may not (per National Honor Society rules), appeal the decision to the Principal.

## Mu Alpha Theta

Eligibility for membership in the Saint John Paul II Academy Chapter of the Mu Alpha Theta (Mathematics Honors Society) is open to any student in grades 9 - 12 who have completed two years of mathematics for high school credit. The student must also be enrolled in an advanced mathematics course.

Students apply to become members at the beginning of the school year, and are expected to complete membership requirements before being inducted. Minimum membership requirements include:

1. Attaining/maintaining a minimum of 3.0 GPA in all mathematics courses on a 4.0 grading scale.
2. Participating in all mathematics competitions
3. Attending all meetings
4. Participating in all volunteer opportunities

## Student Council

Consistent with the qualities of leadership and service as expressed in the Saint John Paul II Academy mission statement, the student body is encouraged to take an active role in school policy making and organizing events and programs that engender mature camaraderie and cooperative interaction between the student body and faculty. The vehicle through which this is accomplished is the Student Council.

## Extra-curricular Activities

Students who engage in extracurricular activities and clubs generally attain a greater degree of achievement and belonging than those who do not participate. Therefore, students at SJPII are encouraged to examine their academic schedules and consider how they can become involved in the activities program. It is the parents' responsibility to ensure that their student is picked up on time at the conclusion of all activities.

SJPII believes that every student should be involved in a school-sponsored club or activity. Every student is encouraged to participate in at least one activity. Students will be notified as to what activities/clubs are available for a given school year.

Saint John Paul II Academy recognizes the importance of extracurricular activities in a well-rounded high school program. SJPII provides the opportunity for students to participate in a variety of athletic programs, service organizations, and special interest clubs.

Please note the following:

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, hereby release the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are**

**related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs.**

The school is not responsible for student participation in any sports, leagues or clubs not identified below. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities. Copies of these forms are available on the website as well as from the Main Office.

### Eligibility Requirements

The State of Florida requires “...a cumulative grade point average of at least an unweighted 2.0 be maintained by each student athlete in order to be eligible to compete in interscholastic athletic competition.” SJPII adheres to this policy for participation in both athletics and extracurricular activities. Some organizations may impose additional requirements to maintain membership. Attendance at evening or weekend activities is not affected by these eligibility rules. All ineligible students may be required to attend special study halls until or unless they become eligible again.

## Activities/Clubs

Membership in clubs is open to any interested student who is in good standing. Membership dues include a \$10 fee per club. Students may not hold multiple president roles in varying clubs. The requirements for membership in a club are determined by individual club moderators. At the time of the preparation of this Handbook, the clubs are:

- Art Club
- Best Buddies Chapter
- DECA
- English Honor Society
- Model UN
- Mu Alpha Theta
- Music Ensemble
- National Honor Society
- Operation Smile
- Politics
- Respect Life Club
- Robotics
- Science Club
- Spanish Club
- Spirit Club
- Student Government
- Students Against Destructive Decisions
- Thespian Troupe
- Digital Photography and Video Club
- Lasallian Youth

## Dances

All school-sponsored dances require students and approved guests to dress properly and modestly. Dances open to guests will require guest registration and approval from the Assistant Principal for Student Life’s Office one week prior to the scheduled event. The names of guests at SJPII dances will be available at the check-in table at the dance. Students and approved guests are expected to abide by all SJPII Academy rules, regulations, and policies. Opening school dances to guests is at the discretion of administration.

Students and guests attending school dances will be tested for alcohol use before being admitted. A zero tolerance policy will be in effect. Students or guests testing positive for alcohol or suspected of using any illegal substance will be denied access to the dance, may be subject to legal action, and their parent/guardian will be contacted immediately.

By signing the acknowledgement form, I hereby consent to participation by my son/daughter in Saint John Paul II Academy events that extend to or beyond 11:00 pm. I am aware of State Statute 322.16 (2) or (3). Furthermore, I understand that it is my responsibility as a parent or legal guardian to supervise my son/daughters compliance with State Law 322.16 (2) or (3).

The following is a section of the 2005 Florida Statutes 322.16:

(2) A person who holds a driver's license and who is under 17 years of age, when operating a motor vehicle after 11:00 PM and before 6:00 AM, must be accompanied by a driver who holds a valid license to operate the type of vehicle being operated and is at least 21 years of age unless that person is driving directly to or from work.

(3) A person who holds a driver's license who is 17 years of age, when operating a motor vehicle after 1:00 AM. and before 5:00 AM, must be accompanied by a driver who holds a valid license to operate the type of vehicle being operated, and is at least 21 years of age unless that person is driving directly to or from work.

Various school events at Saint John Paul II Academy sometimes end at or after 11:00 PM. This consent form is required of any student under the age of 18.

The lock-in/lock-out designation is the duration of the time those in attendance must remain in the designated area of the dance itself. Lock.in will occur one half hour after the announced start of the dance. Failure to comply with established times for dances, may result in disciplinary action. All dances end no later than 11:00 P.M. Students must enter the dance upon arrival. Students who fail to comply with these regulations will be sent home. It is the responsibility of the parent/guardian to ensure that their student is picked up on time at the conclusion of all dances.

## Field Trips

Official parental permission forms for field trips must be completed and turned in to the appropriate teacher before a trip. NO student will be permitted to attend any trip without a signed permission form. Field trips are part of the official school day and the Saint John Paul II Academy Code of Conduct applies. In consultation with the administration, appropriate dress will be determined.

Plans for field and class trips must be submitted to the Assistant Principal for Student Life for proper approval and authorization. The sponsor of the activity shall include in the plan a provision for an adequate number of chaperones and an alphabetized list of students attending the field trip. Participation in field trips is a privilege and students must secure their teachers' approval and the Assistant Principal for Student Life's approval for all trips. Any student with excessive absences or who are not in good academic and behavioral standing will not be permitted to attend field trips that are held during school hours. Student athletes are expected to fulfill their athletic obligation before attending extracurricular field trips. The rules of the school apply for all participating in the activity, including the dress code, unless otherwise stated. The sponsoring

organization of the activity will be charged with cleanup and with the cost of damage to school property or vehicles that may occur. Ordinarily, field trips will not be scheduled during the months of August, December or May.

## Posters/Fliers

Posters used to advertise games, clubs, elections, dances, etc. should be neatly crafted, be in good taste, and have some artistic merit. Before a poster is displayed, it must have the approval of the appropriate activity moderator and the Assistant Principal for Student Life who will check it for the features named above. All posters will be no larger than 3' by 3' and displayed only in the stairwells or in individual classrooms with permission. Posters may be hung only with tape approved/provided by the school. Posters must be removed immediately after the activity has taken place.

## Fundraising

No student may solicit funds in the School's name unless such solicitation has been authorized (in advance, and in writing) by the Principal or President.

## Non Monetary Drives

No student may collect items for a drive in the School's name unless such solicitation has been authorized (in advance, and in writing) by the Principal or President.

## Yearbook Portraits

All students enrolled at Saint John Paul II Academy are required to sit for a school photograph to be included in the yearbook. Students are expected to be well groomed and in compliance with the school's dress and appearance policies at the time of the individual sitting. Students who fail to comply with the school's appearance requirements will be required to have the photograph retaken at the expense of the individual and within the timeframe designated by the school.

All Seniors must have their photograph included in the yearbook. Seniors who choose to not have their portrait taken or who have their portrait taken while their appearance is inappropriate may, at the discretion of the School, be excluded from participation in the Commencement Exercises.

## Dress Code

The purpose of the dress code is to encourage neatness and a sense of appropriate attire in each student and to be a symbol to the local community. Therefore, each student is expected to observe dress regulations on arrival at school, during the school day and on leaving the school at the conclusion of the day. The uniform code is also to be observed on all school-sponsored field trips, unless other instructions are provided.

## Formal Uniform Attire

On special occasions such as All-School Mass days, formal uniform dress is required. Uniform pants are to be worn on formal uniform days. Young men are expected to wear a white or French blue oxford shirt (long or short sleeve) along with a SJPII school tie. Young women may wear a French blue or white dress oxford blouse. Only the approved outerwear may be worn on formal attire days; black fleece sweaters or the school store grey quarter zip pullover.

## Dennis Uniforms

Uniform shirts, shorts, blouses, sweaters, and slacks must be purchased from the SJPII branded collection of uniforms at Dennis Uniforms. All uniform items must contain the SJPII branding that is embroidered on/applied to items purchased through Dennis Uniforms.

Only uniform items from Dennis Uniforms are permitted. For any concerns about fit or extenuating circumstances regarding the uniform, a notice in writing to the Assistant Principal for Student Life must be made by the parents requesting an exemption.

Tattered uniforms or those deemed to be unacceptable will be issued a uniform infraction.

### General Uniform Guidelines

Uniforms are to be worn as purchased and intended. Collars must be down, pants and shorts must be worn at the waist, buttons are to be buttoned, shoes are to be laced and worn properly, and belts through the belt loops. Shorts must be no shorter than three inches above the knee where the knee is defined as the top of the student's kneecap. Uniforms must fit as intended (i.e. may not be raggedy or torn and should not be altered or shortened). *Students must be in uniform upon their arrival on campus. Changing into uniforms in school bathrooms or lockers upon arrival is not allowed.* Failure to comply with uniform guidelines will result in immediate detention and/or further disciplinary actions including having a parent report to campus to bring the proper uniform if one cannot be attained.

## Uniform Specifics

### Casual Neat Dress Code

- Dennis Uniform SJP Colored Polo or Oxford (Long or Short Sleeve)
- Dennis Uniform SJP Khaki Pants or Shorts (suitably fitted)
- Appropriate neutral colored belt with regular belt buckle.
- White/Black/Brown/Tan Dress or Athletic Shoes
- Student Lanyard with Student ID

## Formal Dress Code

- Dennis Uniform SJP Colored Oxford (Tucked In for Young Gentlemen)
- Dennis Uniform SJP Khaki Pants (suitably fitted)
- SJP School Tie (Young Gentlemen Only)
- Appropriate neutral colored belt with regular belt buckle.
- White/Black/Brown Tan Dress or Athletic Shoes
- Student Lanyard with Student ID

### A Note on School Shoes

Flip-flops, sandals, crocs, yeezy's or similar footwear (i.e., footwear with any holes in the toe or vamp of the shoe) may never be worn during school hours. Any student wearing inappropriate shoes will be issued an immediate detention and a parent will be contacted in order to provide appropriate footwear. If appropriate footwear cannot be obtained, the student may be sent home.

### A Note on Sunglasses

Sunglasses are not permitted to be worn at any time while on campus unless a special exception has been granted by the Assistant Principal for Student Life.

### A Note on School Shorts

Uniform shorts are to be no shorter than three inches above the knee. Students wearing non-compliant shorts will be given immediate detention. Once a student receives three detentions for non-compliant shorts, uniform pants must be worn for the remainder of the Academic Year.

### A Note on School Outerwear

A dress code compliant SJPII jacket or fleece may be worn, if desired, over a uniform shirt. These are available via Dennis Uniforms. Assistant Principal approved SJPII Athletic team jackets may be worn by those team members only. Sweatshirts and hoodies are not to be worn at any time.

### Non-Uniform Days

On non-uniform days and costume days, dress is expected to be modest and appropriate and in compliance with announced guidelines. Hoodies, leggings, ripped jeans, tank tops, crop tops, bare midriffs, slides, flip flops, yeezys, crocs and skirts are not permitted.

## Personal Grooming

It is expected that students reflect personal habits that reflect pride in themselves and care for those around them. Therefore, students are encouraged to maintain adequate standards of personal hygiene and grooming. Visible piercings and jewelry are not permitted except for a maximum of no more than two appropriate earrings per ear for young ladies and no more than one stud earring for gentlemen. No visible tattoos are allowed.

## A Note on Hair for All Students

Students must keep their hair neat and clean. No hairstyles that involve design, architecture, or unnatural colors are permitted. Ornamental hairstyles such as mohawks, mullets, engraving, or messaging are not permitted. Any hairstyle or ornamentation that is distracting or inappropriate in the judgment of the Administration is prohibited.

## A Note on Hair for Young Gentlemen

In the interest of good grooming, young male students are to have neat, clean, properly combed hair of moderate length and style. Hair, when fully extended, may not touch the collar, eyebrows, or the bottom of the ear. The use of style gels and creams to circumvent the length requirement is prohibited. Dying hair is prohibited. Extremes of any kind, including perms, shaving of the head, mullets, dreadlocks, lines cut into hair, afros greater than 4 inches, ponytails, buns, or other haircuts deemed exotic or faddish will not be allowed. Wigs are not permitted. Hair is not to be cut at a length below a #1 clipper.

Young men must be clean shaven with no beards, goatees, or mustaches. Sideburns must be trimmed and be no lower than the middle of the student's ear. A good rule of thumb is that if the stubble on the face is able to be grabbed, a shave is needed.

## Student Identification Cards & Lanyards

In the interest of security, ID cards and lanyards will be issued to students and staff by the School and are a non-negotiable part of our school uniform. They may also be used for admission to dances and other school-sponsored activities. Students and staff are expected to wear (lanyard will be provided) their ID cards at all times. Failure to wear a lanyard with proper ID will result in detention. There is no charge for a temporary or annual Student ID card. A replacement ID card will cost \$5.00. Please see the Assistant Principal for Student Life for ID card issues.



## Student Attendance – Absence & Tardiness

In order for students to grow academically, socially, emotionally, and spiritually they should make every effort to attend school every day. Regular attendance is essential. If students are to make satisfactory progress and receive credit for their work, parents must be sure that their children are absent only when absolutely necessary. Excessive absenteeism can result in a failing grade. School policy serves to set guidelines and expectations for attendance along with consequences for poor attendance. The State of Florida provides by law for compulsory attendance by all children between the ages of five and sixteen years.

### Absences - Excused vs. Unexcused

All absences will be considered unexcused. Unexcused absences are treated the same as a truancy and detention will be given. In order to receive an excused absence, parents or guardians are required to report student absences before 9:00 AM by calling 561.314.2129. Email messages from parents reporting absences are not accepted. For each day that a student is absent, a parent/guardian must call the school office before 9:00 AM unless alternate plans are made in anticipation of an extended absence.

*Upon a student's return to school, a signed note from a doctor or parent is required to be submitted to the homeroom teacher during the homeroom period.*

Failure to do the above will result in the absence recorded as unexcused, a detention being given, and it will count against the student's attendance record. The school will also report a "truancy" to the Department of Children and Families when there is an extended absence without written explanation from the parent.

In addition to the parent call and doctor/parent written note requirement; absences will only be excused for one of the reasons listed below:

- Student illness - physician note required upon return or extended absence
- Death in the family
- Other individual student absences beyond the control of the parent or student, as determined and approved by the Assistant Principal for Student Life.

When students are absent from school, they are ineligible to attend or participate in extracurricular activities or official school functions on that day.

### Absence Notification & Matrix

A maximum of 7 Excused Absences in any given semester will be permissible; any further absences **will** result in disciplinary action.

Please note that when students are absent from school, they are ineligible to attend or participate in extracurricular activities or official school functions on that day. This includes clubs, plays, meetings, athletic practices or contests, and any official Saint John Paul II Academy event. A student must be on campus prior to the end of homeroom and may not leave school before the end of the school day to be eligible to participate in any school activities that day (i.e. athletic/co-curricular or other). Participation in school-sponsored field trips and school-related events will not be considered absences for the purposes of this rule. If a student is absent on any given day, he/she cannot attend or participate in **any** after school function that day. Any aspect of this policy that is not expressly written is at the discretion of the administration.

As class participation is an important aspect of curriculum delivery in a traditional classroom, attendance will be a factor in demonstrating mastery.

If a student is marked as unexcused absence 10 or more days in a given semester, or 10 or more class periods in a given subject during a given semester, that student’s record will be reviewed and a determination will be made as to whether or not said student will be allowed to continue his/her education at Saint John Paul II Academy.

A letter from the Assistant Principal for Student Life will be mailed home once a student has reached 8 school day absences in a given semester. Extended absences documented by a doctor’s note will not factor into this policy. A student who misses more than 20 days in a school year may be dismissed from the school. In extraordinary circumstances, the Principal may choose to retain the student.

The following is a general outline of the actions taken by the school for consecutive absences:

ABSENT	PARENTAL CONTACT	NO PARENTAL CONTACT
1-2 CONSECUTIVE DAYS	PARENTAL NOTIFICATON VIA CALL OR E-MAIL REQUIRED	ATTEMPT FOR PARENTAL CONTACT WILL BE MADE BY ATTENDANCE CLINICIAN

<p><b>3-5 CONSECUTIVE DAYS</b></p>	<p>AS ABOVE <b>AND</b> DOCTOR NOTE REQUIRED</p>	<p>ATTEMPT FOR PARENTAL CONTACT WILL BE MADE BY ASSISTANT PRINCIPAL FOR SL</p>
<p><b>6-9 CONSECUTIVE DAYS</b></p>	<p>AS ABOVE, <b>AND</b> CONFERENCE WITH GUIDANCE REQUIRED TO MAKE UP ASSIGNMENTS, AUTO LETTER GENERATED FROM ASSISTANT PRINCIPAL FOR SL ON DAYS MISSED</p>	<p>ASSISTANT PRINCIPAL WILL SEND NOTIFICATION OF ADMINISTRATIVE WITHDRAWAL ON DAY 10</p>
<p><b>10+ CONSECUTIVE DAYS</b></p>	<p>AS ABOVE <b>AND</b> DETERMINATION TO BE MADE BY ADMINISTRATION OF WITHDRAWAL/DIFFERENT SCHOOL THAT WILL BEST HELP STUDENT</p>	<p>ADMINISTRATIVE WITHDRAWAL</p>

**Work Missed While Absent**

Whenever a student is absent he/she should check Google Classroom, Renweb/FACTS, and/or ParentsWeb for homework and assignments. The student should contact the teacher by email if necessary. On the day of the student’s return after an absence, it is the student’s responsibility to see his/her teachers to arrange make-up work and to complete that work as soon as possible. In the event of a planned absence, any predetermined arrangement on work, including exams, between the student and teacher will be enforced. Students with prolonged illness will arrange for the completion of make-up work with their Guidance Counselor, teachers and the Assistant Principal for Academic Life. Teachers are not obligated to give make-up work to students with unexcused absences.

For excused absences, students have (2) days to make up class work, homework, quizzes, and tests assigned *during their absence*. A student with an excused absence(s) should make the necessary arrangements with his or her respective teachers regarding the day and time for the makeup quiz or test. The student must make up the quiz or test on the day and time approved by the teacher. Failure to do so will result in a zero grade for that test. Class work due on the day(s) of unexcused absences will receive no credit. The Assistant Principal for Academic Life is the final arbiter in determining credit for makeup work.

Students who wish to attend a funeral will, on the morning of the funeral, present a note of permission signed by their parent or guardian to the Attendance Office. The note should also state the anticipated time of return to school

**Any pre-assigned work (i.e. homework, tests, quizzes, projects, research papers) a student may miss due to absence (excused or otherwise), are due the day the student returns to class.**

## A Note on Vacation

Please do not plan vacation during school time. College visits should not be planned during school time. In certain circumstances where time away from school cannot be avoided, there will be consideration given on an individual basis by the Assistant Principal for Student Life. Any request for such consideration must be made well in advance. Failure to follow this procedure may result in the days absent being designated as unexcused absences subject to academic and disciplinary consequences. Teachers are not required to reteach or repeat review sessions when students miss class for personal reasons. Absences for school related functions will be recorded as School Activity absences and will not count in calculating a student's total number of absences.

## Early Dismissal

If a parent feels there is an urgent need for a student to be excused before the end of the school day, the student must bring a note to the Attendance Office in general with a days' notice from the day of early dismissal (no request will be accepted after 10am for the day the release is requested). We reserve the right to deny this privilege if we deem the reason to be insufficient. Parents are advised to schedule doctor and dentist appointments outside of the school day. A student will only be allowed 2 early dismissals per quarter unless there is an emergency. Disciplinary action may be taken if the number of early dismissals exceeds this limit.

## Tardiness

### A. SCHOOL TARDIES

Students are expected to be seated in their first hour class when the bell rings at 7:45 AM.

Students arriving late for school must report directly to the Attendance Office (Clinic) in the Main Office. Failure to report to the Attendance Office will result in disciplinary consequences.

Students who arrive late to school due to a medical appointment will be admitted to class without penalty, provided they present a note from the doctor upon arrival at school. The note from the doctor should include the date and time of the appointment. It is strongly suggested that these appointments be scheduled after school hours.

Students arriving tardy for school are subject to disciplinary action. When a student accumulates five (5) school tardies, whether excused or unexcused, they will receive an automatic detention.

Subsequent tardies, whether excused or unexcused, will result in automatic detention. Students who accumulate fifteen (15) tardies in a quarter will receive a notice from the Assistant Principal for Student Life and may be placed on disciplinary probation. Students who accumulate thirty (30) or more tardies in a semester are subject to automatic disciplinary probation and a determination will be made as to their status as a student at Saint John Paul II Academy. Students arriving after homeroom are considered absent. They may attend the remainder of their classes but may not participate in or attend extra-curricular activities in this situation.

## B. CLASS TARDIES

Students are expected to be in their classes on time. Four (4) minutes are allotted between each period for arrival at the next class. Upon the tardy bell ringing, teachers will mark students tardy to class. Any student tardy to three classes or more is subject to an automatic detention.

## Truancy

School truancy is defined as any unauthorized absence from a scheduled school day or from any required school exercise or activity. Class truancy is defined as any unauthorized absence from a regularly scheduled class, or from a major portion thereof. Truant students are subject to detention.

## Leaving Class

Students are not permitted to leave a classroom during the class period. Ideally, visits to other teachers or offices, access to lockers, and bathroom necessities should be taken care of before school, between classes, or after school. In an absolute need, for those students who need to leave the classroom during class time, an e-HallPass must be made by the student and approved by the teacher.

## Passes

When a student leaves a classroom or other assigned area—Learning Commons, Dining Hall, gym, office—the student is required to initiate an ehallpass that is approved by the releasing adult supervisor. On arriving at the destination, the student will ask the person in charge of the new area to confirm arrival on the ehallpass. Leaving an assigned area without an ehallpass will result in automatic detention.

## Supervision & Campus Open Time

Although the campus opens at around 6 in the morning for student drop-off, as a school we guarantee adult supervision from 7:45 AM to 2:45 PM. The Learning Commons is usually open until 5:30 PM with a moderator for students who would like to complete schoolwork.

## Student Disciplinary Policies & Guidelines

Saint John Paul II Academy has developed a disciplinary policy based on a philosophy of mutual respect, understanding, and the need to maintain a safe and orderly environment that reflects our shared Lasallian mission. The school will always strive to treat each student with a level of respect and understanding that should be accorded to those created in the image of Christ. Our policy is focused on directing and guiding the students, as well as teaching self-discipline and personal responsibility. Learning to take ownership of poor decisions and facing consequences are reinforced with genuine care, empathy, and encouragement. Our goal is to continue building and reinforcing these values in our everyday interactions.

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Bishop of the Diocese of Palm Beach. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

Students should understand that it is a privilege to attend Saint John Paul II Academy. Students who abuse this privilege, inside or outside of school, inhibit the ability of others to enjoy the benefits of SJPII, and therefore, students who, by their actions reflect poorly upon SJPII, inside or outside of school, will be subject to our discipline code.

### Detention

Students may be assigned general detention for various infractions against the school handbook and/or rules. After-school detention is held from dismissal until 3:35 PM every school day. Detention is designed to be corrective rather than punitive. Each student will have an individual conference with the Assistant Principal for Student Life during the hour.

Students may be assigned disciplinary probation or indefinite detention when after-school detentions accumulate and do not appear to have the desired corrective effect.

***Students are expected to be in detention either the same or following school day as the detention is received. Although we encourage students to assume a sense of responsibility and maturity regarding after-school jobs and sports, detention will NEVER be excused or postponed due to this. Failure to appear at detention will result in an additional three-days detention.***

Students will receive a detention slip from their teacher for any infraction; that slip will be followed up by an email that will be sent to both the parents and the student describing the incident, infraction and disciplinary sanction. Detentions given by an administrator can be assigned via e-mail and not via a slip. *It is the student's responsibility to read the emails for information about detentions and expectations.*

Students can appeal detention with the Assistant Principal for Student Life. The Assistant Principal's determination on the appeal is final. Students who wrongly appeal a detention may be sanctioned additional disciplinary consequences. An effort will be made to explain to the student the disciplinary determination.

There is a cumulative effect for students who accumulate a significant number of detentions. A conference between the parent, Assistant Principal for Student Life and Principal may be deemed mandatory should excessive detentions be reached with the student.

## Suspension

Students can be assigned in-school suspension for repeated misbehavior or for more serious infractions to the handbook. Ordinarily, in-school suspension lasts from one to three days. During suspension, students may not attend class or any school functions (games, dances, etc.). Students assigned in-school suspension must leave the school grounds at the end of the school day. A parent or guardian of a student who has been suspended will be required to have a conference with the Assistant Principal for Student Life.

Students may be assigned an out of school suspension for even more serious infractions to the handbook. In general, rules are the same as the rules for in school suspension, except students with out of school suspension may not be on the campus at any time.

## Expulsion

Expulsion is a last resort. A grave offense will make a student liable for expulsion. When a student commits a serious offense against our regulations and/or values, the Principal may expel the student at their discretion even without prior suspension or based on the recommendation of the Assistant Principal for Student Life. The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw their child. This is a very serious decision that is not made lightly.

## Disciplinary Probation

Disciplinary Probation is a serious warning. It may be given to a student who has committed certain violations of the student handbook. In general, a student on indefinite detention will receive disciplinary probation. A student on disciplinary probation may have certain privileges revoked at the discretion of the Assistant Principal. These privileges may include, but are not limited to, driving, early dismissals, and attendance at or participation in extracurricular activities. Further, a student on disciplinary probation may be subject to suspension or expulsion if any other violations of the student handbook occur while the student is on probationary status. Periodic evaluations of students on disciplinary probation will be used to review their status at

Saint John Paul II Academy. These evaluations will require weekly meetings with the Assistant Principal of Student Life.

## Disciplinary Matrix

***In general***, misconduct in any of the following will mean automatic after-school detention:

- Tardiness or Truancy
- Dress Code Violations
- Noisy or disruptive behavior
- Littering or failure to keep the Dining Hall clean
- Violations to the technology policy
- Misuse of school property, i.e., sitting on a second floor hallway wall

The following behavior is of a more serious nature and the number of procedural steps utilized in dealing with these offenses will depend on the seriousness of the matter and is at the discretion of the administration:

- Disrespect of others
- Ejection from class (Ejection in general is an automatic three-day detention)
- Truancy
- Fighting
- Sexual Misconduct
- Threat of violence/possession of a weapon
- Bullying/Cyber-Bullying
- Possession or use of drugs/alcohol
- Smoking or Vaping
- Vandalism

Additional offenses at the discretion of the Assistant Principal for Student Life.

## Parental Partnership in Human Formation

As stated in the section “Parents as Primary Partners,” we value the partnership of parents when it comes to school discipline. If the Assistant Principal receives information and a case is under active investigation by the Student Life office, our general policy is to ascertain all of the facts from the student(s) involved and inform parents upon the conclusion of the investigation. Parental interference in an active investigation can hinder the ability of the school to ascertain all of the facts of a case. The school also reserves the right to interview all students in a disciplinary investigation.

Parental questions about school discipline should be directed to the Assistant Principal for Student Life. If a parent wishes to meet about any disciplinary issue, the meeting will first take place with the Assistant Principal for Student Life and those whom the Assistant Principal finds pertinent to the particular disciplinary situation, before any further meetings take place.



# Bullying

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

## 1. Definition

a. **Bullying** is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.

b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

## 2. Scope

- a. This policy prohibits bullying that occurs either:
  - i. on school premises before, during, or after school hours;
  - ii. on any bus or vehicle as part of any school activity; or

iii. during any school function, extracurricular activity or other school-sponsored event or activity.

3. Reporting Complaints

a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

4. Disciplinary Action

a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

Bullying/Harassment Investigation Disclosures. While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or other measures that relate to the harassment and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

## Harassment & Discrimination

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or

discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of Palm Beach. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

## Personal Electronic Devices

Cell phones are to be turned off and placed in "phone hotels" in each class during the hours of 7:45 AM and 2:35 PM for every student. The exception to this time would be for lunch, and homeroom following announcements. Cell phones are not to be out or visible for any reason during the hours listed above, including in the hallways and bathrooms. Students may use their cell phones during extracurricular activities and outside the hours listed above. Students violating this policy will face the following corrections depending on the number of offenses:

- (a) Student sent to the office to have their phone confiscated for the remainder of the day
- (b) Students must drop their phone off at the front desk for confiscation at the beginning of every school day for a period of one week.
- (c) Five days of detention will be assigned.

### **All teachers require students to place personal devices in a 'phone hotel' during class periods.**

Students who remove phones from the hotel while going to the bathroom, students who put a "burner phone" in the hotel, or students who manipulate their or other phones whilst in the hotel will receive additional disciplinary consequences.

No device, either personal or School-owned, may be used to take pictures, audio, or video at any time without the express permission of all present. Similarly, no recording or photography is ever allowed in areas where there is a higher expectation of privacy, including locker rooms and bathrooms.

Headphones are not permitted to be worn in the hallway, homeroom, and class or at any community type of setting within school (with the exception of lunch). This can be a safety violation and also does not support the school community we are trying to build.

Parent communication should be made with the front office staff during the school day. Parents are encouraged to only text or respond to students' texts during the lunch hour.

## Food/Drink/Gum

Students may not eat or drink in any building other than the dining hall. Students may not eat or drink in the buildings, hallways, or classrooms (during school hours) unless there is medical documentation to require this accommodation. Gum is not permitted.

## Social Networking

Participation in online sites or blogs such as, but not limited to, Facebook, Twitter, Instagram, Snapchat, Kik, and similar social networking sites, may result in disciplinary actions up to and including dismissal if the content of the student's posts includes defamatory comments regarding the School, the staff, or other students, or if the blog demonstrates a general disregard for the established rules, policies, and Mission of the School.

## Public Displays of Affection

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

## Sexual Misconduct

Saint John Paul II Academy follows state and diocesan regulations and procedures concerning the reporting of such abuse. The policies and procedures for the Diocese of Palm Beach can be found on the Diocesan web site at [www.diocesepb.org](http://www.diocesepb.org).

## Pregnancy

In the case of a student's pregnancy at Saint John Paul II Academy, the following will apply:

In the case of the young woman, efforts to have her complete her education at Saint John Paul II Academy will be made. Guidance and counseling will be made available. In the case of the young man, guidance and counseling will be made available.

Either individual may be referred to an appropriate agency in order to receive further counseling as deemed necessary.

## Threat of Violence

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

1. Immediate suspension from the school;
2. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
3. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;
4. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.
5. Withdrawal or, barring that, their dismissal as a result of a violation of this policy.

## Weapons

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.

## See Something Say Something Policy

Saint John Paul II Academy is committed to providing a safe environment for students and staff. Students are encouraged to come forward if they suspect something may not be right. If parents or students know or believe another person to be acting suspicious or in an unhealthy manner, they are encouraged to report said behavior to the administration.

## Campus Ministry

The Campus Ministry program at Saint John Paul II Academy seeks to respond to the spiritual needs of the students, families, administration, faculty and staff. In conjunction with the Theology Department, Campus Ministry accepts students where they are on their faith journey. Experiences are designed to deepen and foster an individual's relationship with the Lord and promote a sense of Christian community.

The Campus Minister has two main roles, in mission and ministry and in coordinating Christian Service.

### MISSION AND MINISTRY

The main objectives of this component of the department are:

To instill a sense of mission and animate both students and faculty according to the Institute of the Brothers of the Christian Schools.

To help students become aware of the Gospel experience in their lives and thus, build a community of faith.

To facilitate prayer and worship in different liturgical settings.

These objectives are met by the implementation of the following methods:

- Spiritual Development Program
- Underclass Retreat Days
- Communal Prayer: Masses, Prayer Services, Daily Prayer
- Pastoral Counseling
- Student Involvement
- Underclass Retreat Teams
- Ministry of the Word-Music-Eucharist
- Trips in Association for Mission

### CHRISTIAN SERVICE

The main objectives of this component of the department are:

1. To instill a sense of concern for others at the school and in the community by which we are called to serve.
2. To help students become aware of the Gospel experience in their lives and thus, build a community of servant-leadership.

These objectives are met by the implementation of the following methods:

- Spiritual Development Program
- Senior Kairos Retreat
- Christian Service Program
- Student Involvement

- Senior Kairos Retreat
- Mission Trips
- Christian Service

## CHRISTIAN SERVICE PROGRAM

The Christian Service program at Saint John Paul II Academy is animated by the verse from Scripture: “Each one of you has received a special grace. So like all good stewards, responsible for all these different graces of God, put yourself at the service of others.” 1 Peter 4:1

### What is Christian Service?

In support of the Mission of Saint John Paul II Academy, the Christian Service program is designed to bring students, through experience and reflection, to a mature understanding of their personal responsibility to those most in need. Christian Service is any act of giving assistance or advantage to another.

### Policies and Guidelines

Service is using our God-given gifts and talents to help another person. Service is freely given. Under no circumstance should a student be compensated in any way (financial, etc.) for their service. If a student is unsure as to whether a certain project may be considered appropriate for the Saint John Paul II Academy Community Service Ministry Program, they should obtain approval from the Campus Minister prior to beginning the project. Acceptable service projects must be done with nonprofit community organizations, service groups, churches or schools. Working for businesses, profitable organizations or other individuals (babysitting, neighbors, friends, etc.) is ordinarily not considered acceptable service. Students can visit our school website ([www.SJPII.net](http://www.SJPII.net)) for a listing of possible service opportunities or contact the Campus Minister.

One can also consult the “Christian Service FAQs” located on the school website for more information.

A minimum of twenty-five (25) hours of community service must be completed per year to satisfy the requirements needed for graduation from Saint John Paul II Academy. At least six (6) of the twenty-five (25) hours accrued must be of direct service to the poor and marginalized. A common answer of what this requirement entails is located in the “Christian Service FAQs” on the school website. Students who complete 100 hours or more of Christian service in a particular year will be recognized at the Academic Awards Program at the end of that year. Only hours earned after June 1, 2022 through Friday April 1st, 2023 (that were not counted for the previous year’s requirement) will count toward the current year’s Christian service semester awards. All 25 hours must be completed by May 1<sup>st</sup> in order to meet the annual service requirement.

Beginning in the 2022-2023 school year, students will no longer be using the Christian Service form; all student service hours will be recorded through the MobileServe App. This is a nation-wide service platform that allows students the ability to enter their hours in real-time using their phone with a few simple clicks. MobileServe allows users to easily check-in to service sites and log volunteer hours in real-time. Students will document location, duration, and provide

a description of their volunteer experience. Hours will be verified through our GPS check-in, uploaded photos, and email confirmations with volunteer supervisors. Students will be able to view their hours that have been approved, as well as those that are pending and any adjustments that must be made prior to approval.

It is solely the responsibility of the individual student to submit all hours and verifications

Students are responsible to the service organization for any work related to the community service chosen and must conduct themselves in a professional manner when dealing with the organizations (i.e., participate in all required training, give the organization at least 24 hours advance notice of absences, schedule a time to make up any missed commitments with the site supervisor, etc.)

Wherever and whenever community service is rendered, students represent themselves, their families, and Saint John Paul II Academy. It is important that students enhance their own reputations as well as that of their family and their school. Proper language, appearance, and attitude are imperative.

Saint John Paul II Academy, its staff and volunteers, and the community service organizations, and its staff and volunteers will not be held responsible in the event of an accident or injury.

Transportation to the service organization is not provided by Saint John Paul II Academy. Each student is responsible for transportation to and from the service organization.

Students must attend all scheduled conferences and meetings required by the Campus Minister or the Service Organization's Site Supervisor and notify them if an unavoidable conflict arises.

Community service activities are not school activities and Saint John Paul II Academy does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. Saint John Paul II Academy does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

## Christian Service Reflection

In addition to the twenty-five hour Christian service requirement, freshmen are required to meet with the Campus Minister to discuss their service hours and their progress towards meeting the twenty-five hour requirement. The meetings will also be a time for the campus ministry team to check in with, encourage, and animate students into Lasallian ambassadors both on and off campus. The purpose of these meetings is to give evidence of personal growth or insight resulting from a Christian service experience. This growth can occur on a human level (in compassion, understanding, self-sacrifice, self-knowledge, gratitude, etc.) or on a spiritual level (in faith, hope, or charity).



Sophomore, Juniors and Seniors are required to submit a reflection to their theology teacher in the spring reflecting on service. This will be articulated in the beginning of the year with a document describing the requirements. These papers are due to the respective Theology teachers and will be counted towards the semester grade.

All students will be required to reflect upon their completed service in order to submit their hours for verification. The MobileServe app presents the students with the opportunity to reflect upon the service they have completed once entering their hours; this reflective piece must be completed in order for the hours to be approved.

## Grading/Performance

At the end of the Fall semester, each student must have completed at least 15 hours to continue on to the Spring semester. At the end of the Spring semester, each student must have completed a total of at least 25 hours to continue on to the next academic year. Completion of at least 25 hours annually is required in order to remain a student at Saint John Paul II Academy and to receive a diploma from Saint John Paul II Academy.

## Deadlines

Fall Semester: Service forms verifying at least 15 hours of Christian Service are due no later than Friday, December 16th, 2022.

Spring Semester: Service forms verifying an annual total of at least 25 hours of Christian Service for 2022-2023 are due no later than May 1st, 2023. Any hours completed after April 1<sup>st</sup>, 2023 will NOT be counted toward the 100 hours for the community service award recognition.

## RETREATS

Retreat days are an important part of our Department of Campus Ministry. They provide students with the opportunity to experience a sense of Christian community that is essential for religious education to take place. Attendance on the retreat days is required for freshmen, sophomores and juniors. Any underclassman not present on the Retreat Day will be required to attend single or multiple makeup sessions led by the Campus Minister. These retreats are listed in the online school calendar.

The Kairos Retreat Program for Seniors is a voluntary, but strongly encouraged, four (4) day retreat. More information is provided on our website at [www.SJPII.net](http://www.SJPII.net). **All students must attend a retreat** in order to advance to the following year. **Even if seniors opt out of attending the Kairos retreat, a retreat requirement must be met.** Seniors not attending Kairos must see the Campus Minister to make an alternative retreat.

## Community Service 100+ Hours Award

Students who wish to receive this annual award must have all paperwork submitted to Campus Ministry by April 1st, 2023.

## Penalties For Not Meeting Deadlines

Fall Semester: Detention will be assigned routinely until all hours are completed and documentation submitted.

Spring Semester: Students will serve a 2-hour detention on a date to be determined. Students will not be allowed to attend prom without having completed their service hours and reflection paragraph. Additional penalties, disciplinary action, and/or additional hours, will be applied as needed. In addition, no senior may attend Grad Bash without completing the Community Service requirement. Should a senior continue to fail to meet the requirement, he or she may lose the privilege of attending Commencement. If all service requirements are not completed at the end of any given year, the student may not be promoted to the next grade (or graduate) and the student may be withdrawn from Saint John Paul II Academy.

## Liturgies

Liturgies are an integral part of the Christian community life at Saint John Paul II Academy. Attendance is mandatory for all students. Reverent and respectful behavior is essential. Although we do not compel students to profess any religious ideology, it is expected that all students, regardless of their beliefs, will participate in the religious services and are expected to conduct themselves respectfully and reverently during daily prayer, liturgy and any religious service.

## Liturgical Celebrations & Assemblies

The celebration of Mass is considered an integral part of the educational experience at Saint John Paul II Academy. When the Eucharist is celebrated with the entire school community or with a class, students will ordinarily be seated by homeroom. All students and faculty are expected to attend and to participate actively and respectfully in such celebrations. Formal uniform attire is required on days when students attend Mass at school. The School requests that planned absences for such events as medical appointments be made on days other than those on which Mass is scheduled. Student 'cuts' from liturgical events (and other school wide assemblies) will be grounds for possible suspension. Behavior contrary to the teachings of the Church at liturgy will result in a student being subject to removal from enrollment at the School.

A written parent or doctor's note (not call or email) will be required for any student who is absent on, departs early, or arrives late on a scheduled Liturgy day. In this event a written note from the parent/guardian must be submitted 24 hours in advance for an early dismissal.

### School and Community Resources

The School is obliged to comply with the Division of Children and Families or law enforcement mandated requests to interview students. Counselors can be a source of information about community counseling resources. Contacts are available for a consulting school psychologist, test preparation, and tutoring services.

## Parent In Partnership – Parent Service

The Parent In Partnership Program is a unique approach to the cooperative effort of parents, students, faculty and administration as a way of building community in the fellowship of the Holy Spirit. Parents are encouraged to become involved in the life of Saint John Paul II Academy, according to their talents and interests.

This program is pertinent to SJPII in keeping the cost of education to a minimum. The cost to educate a student at SJPII is approximately \$18,000 per year, and as many of you are aware there is a gap between the cost to educate a student and the actual tuition collected. Each family with a student at SJPII will be required to commit to ten (10) hours of service. Opportunities for involvement will be available in many areas of school life, including social activities, fundraisers, sports activities, clerical help and special events sponsored by the Development Office. Parents should document and record the hours they have served on the RenWeb Family Portal.

## Athletics

SJPII currently recognizes the following athletic programs:

<ul style="list-style-type: none"><li>● Baseball (Boys)</li><li>● Basketball (Boys/Girls)</li><li>● Bowling (Boys/Girls)</li><li>● Cheerleading (Girls)</li><li>● Cross Country (Boys/Girls)</li><li>● Football (Boys)</li><li>● Golf (Boys/Girls)</li></ul>	<ul style="list-style-type: none"><li>● Lacrosse (Boys/Girls)</li><li>● Soccer (Boys/Girls)</li><li>● Softball (Girls)</li><li>● Swimming (Boys/Girls)</li><li>● Tennis (Boys/Girls)</li><li>● Track (Boys/Girls)</li><li>● Volleyball (Girls)</li></ul>
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## Athletic Code of Conduct

Saint John Paul II Academy supports the guidelines regarding sportsmanship. At SJPII, the rules of sportsmanship apply to players, coaches, student fans, parents and guests.

The Players' role is as follows:

- To understand and follow the creed: coaches coach; players play, and officials officiate.
- To refrain from questioning or showing extreme disgust over officials' judgment calls.
- To refrain from bad mouthing, baiting, name calling, etc., that is directed towards opponents.
- To show respect for authority, including coaches and officials.
- To play the game fairly and within the limits of the rules.
- To refrain from fighting, pushing, kicking, etc., with opponents.
- To accept victory or defeat with poise and class.

The Fans' role is as follows:

- Active participation on the part of our student body and fans at athletic contests is encouraged. Positive support is a key ingredient in the overall athletic experience.
- Affirmative school spirit is a means of drawing faculty, students, parents, friends, and athletes together.
- Cheer enthusiastically and refrain from making antagonistic remarks about our opponents.
- Realize that officials are human and that as such they will occasionally miss a call.
- Do not direct verbal comments at officials. The coach has the responsibility of questioning calls in the proper manner presenting any difficulties to the SJPII Athletic Director.

Please note that fans that do not follow these sportsmanship principles may be asked to leave the game and may be banned from future games.

The entire student body and the SJPII community are proud of our students and their sports achievements. Any behavior by students, coaches, or supporters that might tarnish the school's reputation is to be avoided. It is expected that students, coaches, and supporters will always conduct themselves with exemplary sportsmanship.

It is our intention to create an enjoyable environment for all student athletes, coaches, spectators and officials. All people involved in athletics are expected to act with good sportsmanship, class, dignity, pride, and respect at all times. Their actions should reflect positively upon the School.

Student athletes will compete with enthusiasm, a good competitive spirit, and pride for themselves and Saint John Paul II Academy.

Coaches will lead, direct, and encourage their student athletes and teams to perform to the best of their abilities.

Spectators will support Saint John Paul II Academy student athletes in a positive manner at all times.

Officials referee the game. These are the only people who make the calls during a sporting event.

Please respect each of the previously mentioned roles. It is our expectation that we all allow student athletes to compete, coaches to coach, spectators to cheer and officials to officiate.

Above and beyond any disciplinary action taken by Saint John Paul II Academy, the Florida High School Athletic Association (FHSAA) has the authority to impose consequences against the school program and/or individuals involved in any inappropriate behaviors within the realm of athletics.

#### School-Sponsored Events

Saint John Paul II Academy does not sponsor, oversee, or in any way control parties or social functions at private residences. School sanctioned events, including all field trips or excursions, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

## Athletic Facilities

The SJPII campus is proud of its Gym, Fields, weight rooms, and Locker rooms. These areas may be accessible to all students at any time provided there is direct supervision by an authorized faculty/staff member. Students found accessing athletic facilities without authorization will be subject to disciplinary sanctions.

## Campus Facilities

### Campus Store

The Campus Store is located next to the Media Center and is open Monday through Friday from 2:35 PM to 3:45 PM. The Campus Store is stocked with snacks and beverages. The Athletic Booster Club will also be selling spirit wear clothing and other SJPII Eagle items in the Campus Store. The spirit shop that is listed on the athletics website is not an official retailer of the schools uniforms, spirit wear etc.

### Learning Commons

The Learning Commons supports the academic curriculum, student learning and teaching by providing quality resource materials and technology tools. Students and teachers are encouraged to take advantage of the valuable print and electronic resources available in the Learning Commons and to enjoy the books and magazines available for recreational reading interests and enjoyment. Personnel are available to assist students and teachers with their information needs.

The Learning Commons is open Monday – Friday from 7:45 AM to 5:30 PM. On early release days, the Learning Commons will close at 1 PM..

All library materials are available for circulation. The borrowing period for books is two weeks; books then may be renewed once. Current magazines and reference materials may be borrowed overnight. However, fines of 10 cents per day will begin when books are 10 days overdue and continue to accumulate until the books are returned. Fines for reference books will be 50 cents per day. The student is responsible for the full cost for damaged or lost materials. Unpaid fines may result in a report card hold.

During the school day, students must obtain a pass from the teacher and sign in upon entering the Center. Computers are available only for academic use during the school day. No games of any kind or nonacademic uses of computers will be permitted. Media Center staff will monitor student use of computers. Students must sign and comply with the terms of the SJPII Academy Internet/Network Access Agreement.

In order to create an environment that is conducive to learning, all school policies and procedures will be enforced in the Learning Commons.

## Dining Hall

All students are expected to show good manners, courtesy and consideration of others in the Dining Hall. Containers are provided for the disposal of trash and all students are required to dispose of the trash from the top of their table and the area surrounding it before the lunch period is over, or immediately upon the request of the moderator. Students are not to leave the dining area during the lunch period without a written pass to some other area of the school. Students are not permitted to leave the school grounds during the lunch period. No food or beverage is to be taken out of the designated dining area at any time.

No food or drink is to be delivered to students by outside vendors (i.e. no services like ubereats, door dash or similar delivery services will be accepted on campus.)

It is expected that students at Saint John Paul II Academy will make every attempt to keep the dining facility neat and clean. It is a high priority that all students respect the rights of others. Students who purposely litter the dining area or refuse to clean up after themselves will be assigned detention as appropriate for failure to adhere to these guidelines.

## Lockers

Each student is assigned a locker and is given a lock from the school. Locks and lockers may not be exchanged between students. Lockers must remain locked at all times. Students should never store the property of another individual in their lockers. Students are advised not to leave their property unattended, but to place their belongings in their lockers during the school day and after school. The school is not responsible for anything placed in unlocked lockers. Since lockers are the property of the school, members of the administration or their appointee may search any locker at their discretion. Students with unlocked lockers may receive disciplinary action.

Because students' lockers are located inside classrooms, their appearance will reflect on the pride and the respect students have in their school. To maintain an appealing appearance, stickers or other items are not to be attached to the outside of lockers. Fines or the cost of refurbishing a defaced or damaged locker will be assessed. Inappropriate items, symbols or signs are not to be displayed in lockers. At the end of the school year, students are expected to thoroughly clean and remove any items from inside their lockers.

## Parking

Parking spots are available at a cost of \$150.00 and are assigned on a first come, first served basis. The fee for the parking permit is not refundable. Appropriate respectful behavior that promotes a safe, orderly environment is expected at all times when in the parking area. Please remember that the parking lot is the location on campus where serious injury can occur. Therefore, following the guidelines outlined in this area is imperative.

In the interest of safety for all concerned, the following rules/guidelines are provided:

- Failure to display the assigned permit may result in the vehicle being booted or towed. Permits are non-transferable.

- The Speed Limit is 5 mph on school property. Failure to maintain proper speed or racing will result in permit revocation.
- **Loitering in the parking areas, either before or after classes is not permitted.**  
**Loitering is defined as remaining in a parked vehicle for more than five minutes.**  
The definition of loitering is at the discretion of the administration.
- **Back-In Parking is NOT permitted.**
- A student may not go to the parking area at any time when school is in session unless urgent circumstances exist.
- Student parking is not permitted in the rear lot or by the practice fields at any time, before or after school, on school days.
- All automobiles are subject to search.
- Our campus is tobacco, nicotine, and drug free. Use of any product, even in personal vehicles, is not allowed on school property and is subject to our drug disciplinary policy.
- Parking on campus is at the risk of the driver.
- Students responsible for causing damage to vehicles are expected to fulfill all obligations with those vehicle(s) damaged and by applicable law. Additional disciplinary consequences may result.

## Lost & Found

If a member of the school community should find a lost article on the campus, he or she is expected to turn that into the Lost and Found department in the Main Office before the end of the day on which the article has been found. Students may also check the Main Office or the Athletic Office for lost items. Items may be examined and claimed each day, before or after school. To expedite identification of lost articles, students should mark clearly all personal belongings—books, clothing, etc. The school is not financially or legally responsible for articles lost or stolen at school. Expensive items, such as jewelry, should always be left at home. Students should not have large amounts of money in their possession. Items in lost & found will be donated after 30 days of being unclaimed.

## Child Protective Investigations

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff

member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

## Testimony in Divorce Proceedings

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

## Video Surveillance on Campus

Security cameras are located throughout the campus to assist in the safety and security of the property and of all members of the school community. However, the video surveillance has limitations and is not expected to cover all areas of the campus. Surveillance video may be turned over to law enforcement officials for assistance in an investigation.

## Search & Seizure

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy. Searches of belongings can be performed with or without notice.

## Drug, Alcohol & Tobacco Policy

Saint John Paul II Academy does not allow student use or possession of tobacco products. Students are not permitted to smoke, chew, or otherwise use tobacco or tobacco products at any time on campus. For the purposes of this policy, electronic cigarettes, hookahs, electronic vapor devices, and other similar items are prohibited.

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco



products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense.

A school may conduct random searches as set forth in this handbook.

The School is committed to an environment that is free of illicit substances. To that end, a major revision to previous drug, alcohol, and tobacco policies has been undertaken – that policy is printed in full in a section near the end of this handbook.

Please refer to the Saint John Paul II Academy Substance Abuse & Testing Policy for details of the School's approach to substance abuse and possession.

The School specifically reserves the right to modify or supplement this policy at any time.

## **Saint John Paul II Academy Substance Abuse & Testing Policy**

The School believes that students learn best when they are not suffering from the direct or indirect influence of drug and/or alcohol abuse. The policies outlined in this section have, at their core, the desire to assist our students to make the best decisions possible during their time at Saint John Paul II Academy. It is our hope that our policies foster a lifelong understanding of the dangers of drug and alcohol abuse.

For the purposes of this policy, “drugs” include any Schedule I through Schedule V federally illicit substance with the potential for abuse.

We understand that developmental issues may, on occasion, impede adolescents from making sound decisions. We also understand that public debate on these issues may give rise to assertions that certain substances are acceptable. Given these realities in the lives of the adolescents entrusted by their parents and guardians to our care, we have created a collection of three policy statements concerning the use of tobacco, drugs, and alcohol.

- 1. The first statement of policy addresses the School’s response to tobacco use.*
- 2. The second statement of policy (identified as Health & Wellness) is designed to foster a community of substance-free learners who are well on their way to understanding how to make appropriate decisions concerning the use and abuse of alcohol and other drugs.*
- 3. The third statement of policy (Student & Campus Safety) is designed to intervene in the life of a student who chooses to bring drugs and/or alcohol onto campus or who chooses to attend an on- or off-campus SJPII event under the influence of drugs and/or alcohol.*

The following basic set of beliefs guide this policy statement:

1. We believe that students learn best when they are not suffering from the direct influence of drug and/or alcohol abuse.
2. We believe that responsible alcohol use is a privilege and not a right, and that the only appropriate time to consume alcohol begins at the age of 21.
3. We believe that the use of illicit drugs is never acceptable and that adolescents do not have the privilege to engage in illicit drug and/or alcohol use.
4. We believe that the use of illicit drugs, even controlled substances that may be legal in some states, is not acceptable for students at Saint John Paul II Academy.
5. We believe that it is never appropriate for students to possess illegal/illicit drugs and/or alcohol.
6. We believe that it is never appropriate for parents to turn a blind eye towards alcohol consumption in their homes and that those who do so may be at risk of both violating the laws of the State of Florida and of subjecting themselves to potential civil liability.
7. We believe that possession/use of illegal/illicit drugs and/or alcohol by adolescents is not only illegal but that it can lead to serious legal issues impacting their futures and that it can negatively impact their academic and developmental progress.

## Tobacco Policy Focus

Tobacco is considered to be a substance that is within the scope of our substance abuse policies. Tobacco in all of its forms is a controlled substance for minors under the age of 21. Tobacco is prohibited to students on campus and at school-related functions. Violators of this policy may receive penalties. Subsequent offenses may result in additional demerits, detentions, fines, and

more serious disciplinary consequences. Those who engage in subsequent/multiple offenses of this policy may also face penalties up to and including suspension and/or expulsion.

For the purposes of this policy, electronic cigarettes, hookah pens, and similar vaporizing devices are considered to be 'tobacco' items under this policy regardless of whether or not they contain nicotine.

Any tobacco violation is classified as a "Substance Abuse Policy Violation." In general the penalties for a substance abuse violation are as follows:

1. In addition to the regular suspension and detentions as a result of a substance policy violation, for a first violation of the school's substance abuse policy, students are required to submit to a mandatory school provided drug test within approximately 90 days following the violation. If the subsequent drug test result is positive in any area, it is treated as a "second positive" according to the "substance testing" policy.

## Health & Wellness Policy Focus - Routine Random Mandatory Substance Testing

Students must be empowered to make responsible choices concerning the role of alcohol and drugs in their lives. However, we also know that peer pressure and other influences may impair a student's ability to make a responsible choice. To this end, all students at Saint John Paul II Academy are subject to random drug/alcohol testing throughout their career at SJPII. Information gathered will be shared with parents/guardians and will be used to assist students in making responsible choices.

Positive results of testing under this Health & Wellness Policy will not lead to automatic disciplinary action, though multiple positive results will have disciplinary consequences.

In general, the process will operate in the following manner:

- Several times each year and without prior announcement, SJPII will randomly choose a group of students who will be required to submit to drug/alcohol testing.
- The School will use a small, cosmetically insignificant hair sample to determine whether or not drugs or alcohol have been used.
- A student who refuses to cooperate with the testing program will be subject to suspension and/or expulsion.
- The School has contracted with Psychemedics, a testing company, to analyze and report the results of the hair samples.
- Testing will begin as early as August (with the opening of athletic practices) and continue throughout the school year.

- Parents will not be notified that their child has been selected as it is random. Students selected are encouraged to have a conversation with their parents upon their return home. This gives the student the opportunity to take ownership of potential results. Parents will be notified with the “Letter of Positive or Negative Result.”
- All samples will be sent to Psychomedics for analysis.
- All results will be sent to the Assistant Principal for Student Life.
- For those students whose results are negative, a ‘Letter of Negative Result’ will be sent home to parents with the date of testing being indicated.
- For those students with a positive result for alcohol and/or drug use, the student and his/her parents/guardians will be required to meet with the student’s Guidance Counselor and the Assistant Principal for Student Life. The following guidelines will be adhered to:
  1. **First Positive**
    1. Students whose test result yield a positive for some drug/alcohol use will do the following:
      1. Students and parents will be given the information from the analysis report in a meeting with the Guidance Counselor and Assistant Principal for Student Life.
      2. As this is a first positive under the Health & Wellness Guidelines, there will be no disciplinary consequences nor will there be any restriction on co-curricular participation.
      3. The primary purpose of this meeting is to encourage the family to seek additional assistance from a medical professional or drug abuse specialist.
      4. If requested, SJPII will provide the names of drug and alcohol programs should the family desire those names. SJPII does not endorse any therapist or program over another.
    2. Students with a ‘First Positive’ will be tested again between 90 and 120 days after the first test.

If the ‘First Positive’ retest yields a negative result, the student will be placed back into the random pool of test participants.

If the ‘First Positive’ retest yields a positive result, the student will be subject to the guidelines in the ‘Second Positive’ category.

PARENTS WHOSE SON/DAUGHTER IS RETESTED BECAUSE OF A ‘FIRST POSITIVE RETEST’ RESULT WILL BE INVOICED FOR THE FULL COST OF THE SECOND TEST.

## 2. **Second Positive**

If, after the first positive, test results are again positive for some drug and/or alcohol use, it will be considered a ‘Second Positive’ result.

Upon notification of the second positive result, the Assistant Principal for Student Life will confer with the Principal to determine whether or not the student may continue at Saint John Paul II Academy.

At the sole discretion of the Principal (in consultation with the Assistant Principal for Student Life) it may be determined that it is impossible/inappropriate for the student to remain at Saint John Paul II Academy. Parents will be given a limited time to withdraw the student from SJPII. Should they not do so, the student is subject to immediate expulsion without further notice or process.

It may be determined that a student with a 'Second Positive' may remain at Saint John Paul II Academy. The following conditions will apply:

- A student who falls into the 'Second Positive' category is automatically ineligible to participate in athletic and other co-curricular activities. The student will be ineligible for all athletic and co-curricular activities until he/she is tested with a negative result.
- Students who demonstrate a 'Second Positive' and who are allowed to remain at SJPII must have their child undergo evaluation by a licensed therapist/psychologist/psychiatrist/addiction specialist and share the written results of that evaluation with their child's Guidance Counselor and the Assistant Principal for Student Life. Parents and the student must follow the recommendations of that evaluation and share documentation of completion of the course of therapy/treatment that they have selected. Failure to do so will jeopardize that student's continued attendance at SJPII.
- Students with a 'Second Positive' will be tested again between 90 and 120 days of the previous test. The full cost of this test will be invoiced to the parents.
  - o If the 'Second Positive' retest results are negative, the student will be released from all further therapeutic expectations (unless the parents choose to continue therapy) and will be tested again in 45 days. The full cost of this test will be invoiced to the parents. If the 45 day retest result is negative, the student will be placed back into the random pool of test participants and any restrictions on co-curricular participation will be lifted.
  - o If the 45 day retest result is positive, the student will be subject to the guidelines in the 'Third Positive' category.

NOTE THAT A STUDENT WHO SUCCESSFULLY COMPLETES A DRUG INTERVENTION PROGRAM AND WHO MAINTAINS A NEGATIVE STATUS AS DESCRIBED ABOVE WILL BE PLACED BACK INTO THE POOL FOR FUTURE RANDOM TESTING WHILE A STUDENT AT SAINT JOHN PAUL II. SHOULD ANY INDIVIDUAL IN THIS SITUATION TEST POSITIVE, THEY WILL BE CONSIDERED A DISCIPLINARY RISK AND PLACED INTO THE CATEGORY OF “THIRD POSITIVE.” A STUDENT IS GIVEN ONLY ONE OPPORTUNITY TO SUCCESSFULLY COMPLETE A PROGRAM OF DRUG REMEDIATION AS A STUDENT AT SAINT JOHN PAUL II ACADEMY.

### 3. **Third Positive**

If after the second positive the test results are again positive for some drug/alcohol use or if a student who was in the ‘Second Positive’ category tests positive, the student’s result is considered to be a ‘Third Positive.’ A third positive will move the conversation from a ‘Health & Wellness’ focus to a ‘Student & Campus Safety’ focus (it will be treated as a ‘Second Offense’).

- The School will have no choice but to presume that, even after an extended period of support, the family and student are not making a good faith effort to improve the situation.
- A Third Positive will indicate to the School unwillingness on the part of the family and/or student to seek the help needed to remain substance free.
- A Third Positive will lead to a mandatory withdrawal or expulsion from Saint John Paul II Academy.

## Student & Campus Safety Policy Focus – Use And/Or Possession On Campus Or At School Events

In all areas of student behavior management, it is incumbent on a Catholic, Lasallian school to seek the formation of the young people in our care. In many matters of discipline, detention, probation, and even suspension periods are necessary. However, when the use of drugs and/or alcohol occurs before, during, and after school events (including the normal day, during a school-sponsored trip/retreat/social events, etc), the severity of the use of illegal substances increases exponentially.

It is important to note that the sale or distribution of drugs or drug paraphernalia at Saint John Paul II Academy or at SJPII-sponsored events held off campus will result in immediate dismissal. Similarly, the possession of drugs or drug paraphernalia at Saint John Paul II Academy or at SJPII-sponsored events held off campus may result in either immediate dismissal or suspension (at the School’s discretion).

If drugs, drug paraphernalia, and/or alcohol is/are found in the possession of a student at Saint John Paul II Academy, on our campus, or at an off-campus event/activity sponsored by Saint John

Paul II Academy, the student may be subject to immediate dismissal from the School. Students and parents should be aware that law enforcement intervention may be requested by the School in such circumstances.

This behavior is destructive to all involved and destroys the trust required to build the Lasallian community. There is no place at Saint John Paul II Academy for those who actively seek to diminish our community.

The School reserves the right to randomly test for alcohol and/or drug use at School-sponsored events both on and off campus. The School also reserves the right to test for alcohol and/or drug use should a student appear to be under the influence of an illicit substance.

Saint John Paul II Academy reserves the right to summon emergency medical personnel and/or law enforcement to transport intoxicated or drug-impaired individuals to either an emergency medical facility or a law enforcement facility.

Any costs associated with such emergency response are the responsibility of the family.

Should a student be found or suspected to be under the influence in school or at a School-sponsored activity (whether on or off campus), the guidelines of the 'Health and Wellness Focus' will not be utilized. However, the following will occur:

For the FIRST offense

1. A student will be suspended from school, his/her parents will be notified, and the suspension will remain in effect until a meeting with the Assistant Principal for Student Life is held to discuss the student's continued attendance at SJPII.
2. The student may be required to withdraw from SJPII. In the absence of a voluntary withdrawal the School reserves the right to immediately expel the student without further notice or process.
3. If the student is allowed to remain in attendance at SJPII the following minimum disciplinary sanctions will apply:
  1. The student will receive indefinite detention.
  2. The student will be placed on Disciplinary Probation.
  3. The student will be suspended from all co-curricular and athletic activities indefinitely and administrative permission must be given to attend any school athletic or extracurricular event as a spectator.
  4. The student will be required to undergo a drug/alcohol assessment
4. The student and parent will share the written results of the assessment with the Assistant Principal for Student Life.
5. The student and parent will agree to follow the recommendations of the assessment.
6. Failure to engage in the assessment and/or to follow its recommendations will result in dismissal.
7. The student will be required to meet any other requirements established by the School

8. All testing and counseling sessions shall be the financial responsibility of the student's family.
9. Subsequent violation of this policy during a student's career at SJPII (including a positive result on a random test) will result in mandatory withdraw or, barring that, immediate expulsion without further notice or process.

For the SECOND offense

1. The student will be required to withdraw from Saint John Paul II Academy.
2. In the absence of a withdrawal, the School reserves the right, at the sole discretion of the Principal, to expel the student without further notice or process.

## Technology Acceptable Use & iPad Policy

Technology & Information Resources – Diocesan Policy

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others:
  - a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
  - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
  - a. Observe all network security practices;
  - b. Report security risks or violations to the school principal;
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
  - d. Do not disrupt the operation of the network or create or place a virus on the network;
  - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others:



- a. Do not infringe on copyright laws including downloading or copying music, games or movies;
- b. Do not install unlicensed or unapproved software;
- c. Do not plagiarize.
4. Respect the principles of the Catholic school:
  - a. Use only in ways that are kind and respectful;
  - b. Report threatening or discomfoting materials to the school principal;
  - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
  - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
  - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
  - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks;
  - g. Do not send spam, chain letters or other mass unsolicited mailings;
  - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
  - i. Do not engage in any form of cyberbullying.

#### Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

#### Unacceptable Use of Outside Technology

The school expects students to use information technology and social media (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs,

illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and on social media, and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

#### Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

#### Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

### Use of Photographic & Video Images

The school reserves the right to use student or parent photos in any school or Diocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Diocese of Palm Beach, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.**

**Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

## Unacceptable Use of Technology

The School expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as Instagram and Snapchat. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Many technological devices used at the School have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

Consequences for Violations of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

The School's Technology Use Policy provides additional guidelines and restrictions on the use of technology at Saint John Paul II Academy.

## Saint John Paul II Academy Acceptable Use Guidelines

The Saint John Paul II Academy information network has been established to support academic endeavors within the school by offering worldwide access to educational and career development resources and providing opportunities to research information and for communication. To set the tone for computing and use of computing resources, our premise is that each network account holder will respect the right of all users and fair use by all so as to guarantee equal access by all users. Network account holders are students, faculty, staff, and administrators within the Saint John Paul II Academy community only.

The Saint John Paul II Academy network has not been established as a public access service or a public forum and therefore does not intend to create a First Amendment forum for free expression purposes. All technology use shall be consistent with the educational goals and objectives defined

by Saint John Paul II Academy. Saint John Paul II Academy has the right to place reasonable restrictions on material accessed or posted through the system.

Saint John Paul II reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all devices owned by the School as well as usage of the computer network and Internet access and all information transmitted or received in connection with such usage. All such information shall be the property of Saint John Paul II Academy and no user shall have any expectation of privacy regarding such materials.

Saint John Paul II Academy's Acceptable Use Policy is mandated to protect the rights, privileges and responsibilities of the Saint John Paul II Academy community. We expect users to act in an ethical and legal manner and remember that when utilizing the Saint John Paul II Academy Network the student represents the school's mission and purpose. All students must take responsibility for appropriate and lawful use of this resource.

## Agreement

Students and their parents agree to all facets of the Acceptable Use Policy and of this supplemental policy by their enrollment at the School. In exchange for the use of the Saint John Paul II Academy network and its resources, whether at school or away from school, the student understands and agrees to the following responsibilities and privileges:

## Student Computer/Internet Access

1. All users will have access to Internet information resources through the student wireless network and computer labs.
2. All users will have access to those networked applications purchased and installed by the school and will abide by their licensing guidelines.
3. Limited, responsible use of e-mail for personal communication is acceptable.
4. It should be understood that all data sent over the Saint John Paul II Academy Network and communication system is the property of Saint John Paul II Academy. To properly maintain and manage this property, Saint John Paul II Academy administrators reserve the right to examine all data stored or transmitted by these systems.

## Personal Safety

1. A user will not post personal contact information about himself or other people. Personal contact information includes home address, telephone number, school address, work address, parents' names, or other information that someone may use to locate that student.
2. The user will not share his/her passwords or access credentials with others.
3. Users will not agree to meet with someone they have encountered online.
4. Users will promptly disclose to their teacher or a system administrator any message they receive that is inappropriate or that makes him/her uncomfortable.

## Email

1. Students are assigned a School email account that also provides them access to the Google Docs suite of applications. The student email address (one that ends with @student.sjpii.net) will be used for School related work only.
2. The use of email during class is prohibited unless authorized by faculty or administration on a case by case basis.
3. Students should always use appropriate language in their email messages.
4. Email services provided by the school are to be used only for the exchange of appropriate information.
5. No inappropriate email will be tolerated, including derogatory, obscene, or harassing messages.
6. Email messages of an abusive or harassing nature will be regarded as a violation and will be subject to a disciplinary response, which may result in expulsion.
7. Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking someone to pass information or messages on to other individuals or groups via email.
8. Students are prohibited from accessing any other student's SJPII email account.
9. Appropriate email etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
10. School email addresses are not to be given to ANY websites, companies, or other third parties without explicit permission.

## Inappropriate Behavior and Language

1. Pictures or videos which include the presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
2. Restrictions against inappropriate language apply to public messages, private messages and material posted on web pages or social networking sites.
3. Users will not use obscene, profane, lewd, vulgar, sexually explicit, rude, inflammatory, threatening, or disrespectful language.
4. Users will not post information that could prove damaging or disruptive.
5. Users will not engage in personal attacks, including prejudicial or discriminatory language.
6. Users will not make comments that could be misconstrued, as electronic text allows no context clues to convey shades of irony, sarcasm, or harmless humor.
7. Impersonation, pseudonyms, and anonymity are not acceptable on the Saint John Paul II Academy Network.
8. Users will not harass another person. Harassment is defined as persistently acting in a manner which distresses or annoys another person. If a user is told by a person to stop sending him/her messages, they must stop.
9. Users will not knowingly or recklessly post false or defamatory information about an individual or organization.

10. Users will not access material that is profane, sexually explicit, or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination (hate speech) toward other people.
11. If users mistakenly access inappropriate information, they should immediately tell the teacher or administrator in charge of the location. This will protect against a claim that they have intentionally violated this policy.
12. Users will not run programs that attempt to interrupt network or system operations.

## Illegal Activities

1. Users will not attempt to gain unauthorized access or exceed your authorized access, which includes attempting to log in through another person's account or accessing another person's files.
2. A user will not make deliberate attempts to disrupt the school network or destroy data by spreading computer viruses or through any other action.
3. A user will not use Saint John Paul II Academy computers, the Saint John Paul II Academy network or their iPad to engage in any illegal act.

## System Security

1. Users are accountable for your individual account and should take all responsible precautions to prevent others from being able to use their account. Under no conditions should anyone provide their password/credentials to another person or use another person's account.
2. A user will immediately notify a teacher or the system administrator if a possible security problem has been identified.
3. Network administrators may review files and communications to maintain system integrity.
4. Any laptop or other mobile device connected to the Saint John Paul II Academy network must be approved through the tech office. Any iPad or other tablet must be operating under SJPII approved security at all times. Failure to do so will result in a referral to the Assistant Principal for potential disciplinary action.
5. Users will not attempt to secure or access a higher level of privilege on network systems.

## Gaming

1. The viewing and/or playing of electronic games is not permitted during school hours, except as part of an assigned, in-class activity or as directed by faculty or administration.
2. The School reserves the right to remove any game from a school iPad that is considered inappropriate or impedes the educational purpose of the iPad program
3. No games that are played over the school network are allowed.
4. Games that include violence, adult content, inappropriate language, and weapons are not to be installed or played on the iPad.
5. Screensavers and wallpapers that include gaming components are not allowed.

## Audio & Video

1. iPad audio should be turned off or on silent unless required for the activity being conducted.
2. Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion.
3. When sound is needed, headphones must be used.
4. The use of iPads to watch movies and other streaming video, unless assigned by a teacher, is not permitted during the school day.
5. Any audio or video recording may be done only with the prior permission of all parties being recorded.
6. Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to disciplinary action.

## Network Responsibility & Resource Limits

1. Users will utilize the Saint John Paul II Academy Network solely for educational and career development, to research information or for the purposes of communication.
2. The use of proxy servers to bypass security settings is strictly prohibited.
3. File sharing is the public or private sharing of iPad data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
4. Users will not print paper copies when “print preview” on a display would suffice.
5. Users will not exceed established network storage space, time or other allocations.
6. Activities that users will not engage in (without permission) are the following:
  - a. Downloading games, music, recreational pictures, etcetera on school owned lab machines or loaner iPads.
  - b. Sending bulk e-mails or mass e-mails
  - c. Game playing on library and lab computers.
  - d. Using bulletin boards or chat rooms
  - e. Posting or perusing personal ads
  - f. Using access for commercial purposes: buying, bidding or selling over the Internet
  - g. Using the Saint John Paul II Academy name or logo unless authorized by the President or his/her designee
  - h. Using access for non-school related subscriptions to news groups, bulletin boards, or similar services
  - i. Using unauthorized software, music or movie applications not owned or approved by Saint John Paul II Academy
  - j. Making use of access for any purpose that is inconsistent with school policies, guidelines, or codes of conduct.
  - k. Non-educational game playing during class periods.

## Web Sites

1. Users will not include any reference to students, faculty, staff, or administrators, including names or pictures without the individual's permission.
2. If a personal or class web page is created for an assignment, a notice must be included to inform the public that the opinions expressed on the page are those of the creator(s) of the web page, not Saint John Paul II Academy. A statement on the page must also acknowledge the author(s) of the page.

## Limitation of Liability:

1. Saint John Paul II Academy makes no guarantee that the functions or the services provided by or through the network will be error-free or without defect. Though access to inappropriate material via the Saint John Paul II Academy network is actively discouraged through both hardware and software tools, it is impossible to control access to a global network.
2. Saint John Paul II Academy will not be held responsible for a student's misuse of access privileges or exposure to inappropriate material. The School will not be responsible for financial obligations arising through unauthorized use of the network or network resources. The parents of the student may be held financially responsible for any harm to the network as a result of intentional misuse or negligence.
3. This document is subject to change. It is the student's responsibility to remain aware of the regulations contained herein.

## Notice of Nondiscriminatory Policy as To Students

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

Saint John Paul II Academy does not discriminate against students with learning differences or disabilities, if the school can make reasonable accommodations for the student. Rising seniors from the local Palm Beach and Broward County areas are not normally accepted for admission into the twelfth grade though parents and students can request an exception to this policy.

## Private Tutoring, Coaching, or Lessons

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and



expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. **Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**

## School Sponsored Events

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

**Parents, by executing the acknowledgment of receipt of this Handbook, hereby release the school, the Diocese of Palm Beach, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties .**

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

## Section 504- Policy Statement

Saint John Paul II Academy complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, Saint John Paul II Academy will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: John Clarke, (561) 775-9532. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Gary Gelo  
Diocese of Palm Beach  
Superintendent of Schools  
9995 North Military Trail  
Palm Beach Gardens, FL 33410

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

### **Students and Parent Handbook Acceptance and Compliance Agreement**

Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE to receive and be bound by electronic acknowledgments.

Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.

Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

By executing this acknowledgement of receipt of this Handbook, Parents hereby CONSENT, authorize and grant permission to the school, the Diocese of Palm Beach, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.

Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips or excursions.

Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law (Florida iPad Crimes Act, Chapter 815, Florida Statutes). This includes tampering with iPad hardware or software, vandalizing data, invoking iPad viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.